

HR110

Business Processes in HCM Payroll

PARTICIPANT HANDBOOK INSTRUCTOR-LED TRAINING

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation



Demonstration



Procedure



Warning or Caution



Hint



Related or Additional Information



Facilitated Discussion



User interface control

Example text

Window title

Example text

Contents

vii Course Overview

1 Unit 1: Payroll Overview

- 3 Lesson: Setting Up the User Interface
- 7 Lesson: Identifying Payroll Elements

17 Unit 2: Payroll Data

- 19 Lesson: Entering Payroll Data

27 Unit 3: Payroll Elements

- 29 Lesson: Organizing a Payroll Run
- 35 Lesson: Reviewing the Payroll Status Infotype
- 39 Lesson: Identifying Retroactive Payroll Entries

45 Unit 4: Payroll Process

- 47 Lesson: Running Payroll

67 Unit 5: Payroll Reports

- 69 Lesson: Reporting on Payroll
- 71 Lesson: Generating Remuneration Statements
- 73 Lesson: Analyzing Payroll Results
- 75 Lesson: Analyzing Wage Types
- 77 Lesson: Creating a Payroll Analysis Report

85 Unit 6: Post Payroll Results

- 87 Lesson: Outlining the Payroll Posting Process
- 93 Lesson: Verifying a Posting Run
- 99 Lesson: Updating a Live Posting Run
- 101 Lesson: Verifying Payroll Posting Documents

109 Unit 7: Bank Transfers and Check Preparation

- 111 Lesson: Generating Employee Payments

121 Unit 8: Process Model

- 123 Lesson: Running a Payroll Process Model

135 Unit 9: SuccessFactors Employee Central Payroll

- 137 Lesson: Outlining Employee Central Payroll Basics

Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- Project Stakeholder
- Super / Key / Power User
- Project Manager

UNIT 1

Payroll Overview

Lesson 1

Setting Up the User Interface

3

Lesson 2

Identifying Payroll Elements

7

UNIT OBJECTIVES

- Control access to data using profiles and roles
- Identify the information required to run payroll

Setting Up the User Interface

LESSON OVERVIEW

This lesson introduces you to the various roles connected with payroll. In addition, it explains how to set up a user interface.

Business Example

You need to configure different roles for different users based on their experience and scope of work. For this reason, you require the following knowledge:

- An understanding of the various roles available in Payroll

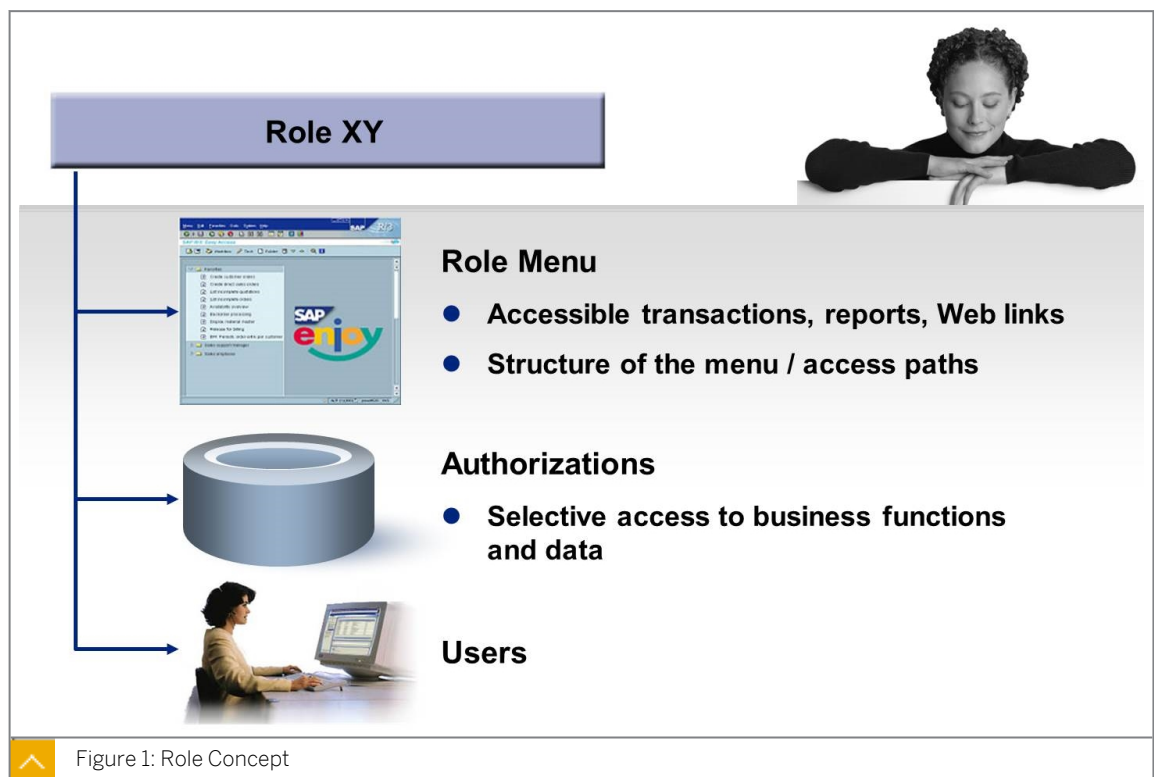


LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Control access to data using profiles and roles

Payroll Roles



Authorizations and the corresponding menu structure are linked to a role. A role is then assigned to users with the same area of responsibility.

The following composite roles are available in Payroll:

- Payroll Manager
- Payroll Process Administrator
- Payroll Administrator

Payroll Manager

The composite role Payroll Manager (*SAP_WP_PAYROLL-MANAGER*) is responsible for the following tasks:



- Running the payroll correctly
- Providing a general overview of the payroll results
- Displaying HR master data and personnel files
- Displaying remuneration statements, payroll accounts, and the payroll journal



The composite role Payroll Manager contains the following single roles:

- International single role: *Payroll Manager* (*SAP_HR_PY_PAYROLL-MANAGER*)
- Country-specific single role: *Payroll Manager < Country >* (*SAP_HR_PY_xx_PAYROLL-MANAGER*)
- SAP NetWeaver Business Warehouse (SAP NetWeaver BW) single role: *Payroll Manager* (*SAP_BWC_OROLE_0023*)

Payroll Process Administrator

The composite role Payroll Process Administrator (*SAP_WP_PAYROLL-PROC-ADM*) is responsible for the following tasks:



- Controlling and supervising the whole payroll process
- Running, monitoring, and correcting the payroll
- Performing time evaluation
- Creating remuneration statements
- Posting payroll results to Financial Accounting (FI)
- Disbursing wage and salary payments
- Performing evaluations at employee level



The composite role Payroll Process Administrator contains the following single roles:

- International single role: *Payroll Process Administrator* (*SAP_HR_PY_PAYROLL-PROC-ADM*)
- Country-specific single role: *Payroll Process Administrator < Country >* (*SAP_HR_PY_xx_PAYROLL-PROC-ADM*)



Payroll Administrator

The composite role Payroll Administrator (*SAP_WP_PAYROLL-ADM*) is responsible for all tasks carried out at employee level.



Examples of Payroll Administrator tasks:



- Maintaining HR master data and Time Management data
- Simulating payroll
- Checking the remuneration statement and payroll account for individual employees
- Performing evaluations for individual employees
- Providing employees with information concerning their payroll and answering their queries
- Entering the payroll data for employees and checking the data

The composite role Payroll Administrator contains the following single roles:



- International single role: *Payroll Administrator* (*SAP_HR_PY_PAYROLL-ADM*)
- Country-specific single role: *Payroll Administrator < Country >* (*SAP_HR_PY_xx_PAYROLL-ADM*)
- Single role: *Payroll Administrator for Loans* (*SAP_HR_PY_PAYROLL-LOAN-ADM*)



LESSON SUMMARY

You should now be able to:

- Control access to data using profiles and roles

Identifying Payroll Elements

LESSON OVERVIEW

This lesson introduces you to payroll and its associated features.

Business Example

You are responsible for running an accurate payroll. For this reason, you require the following knowledge:

- An understanding of payroll basics
- An understanding of the prerequisites for running payroll
- An understanding of remuneration elements
- An understanding of the master data

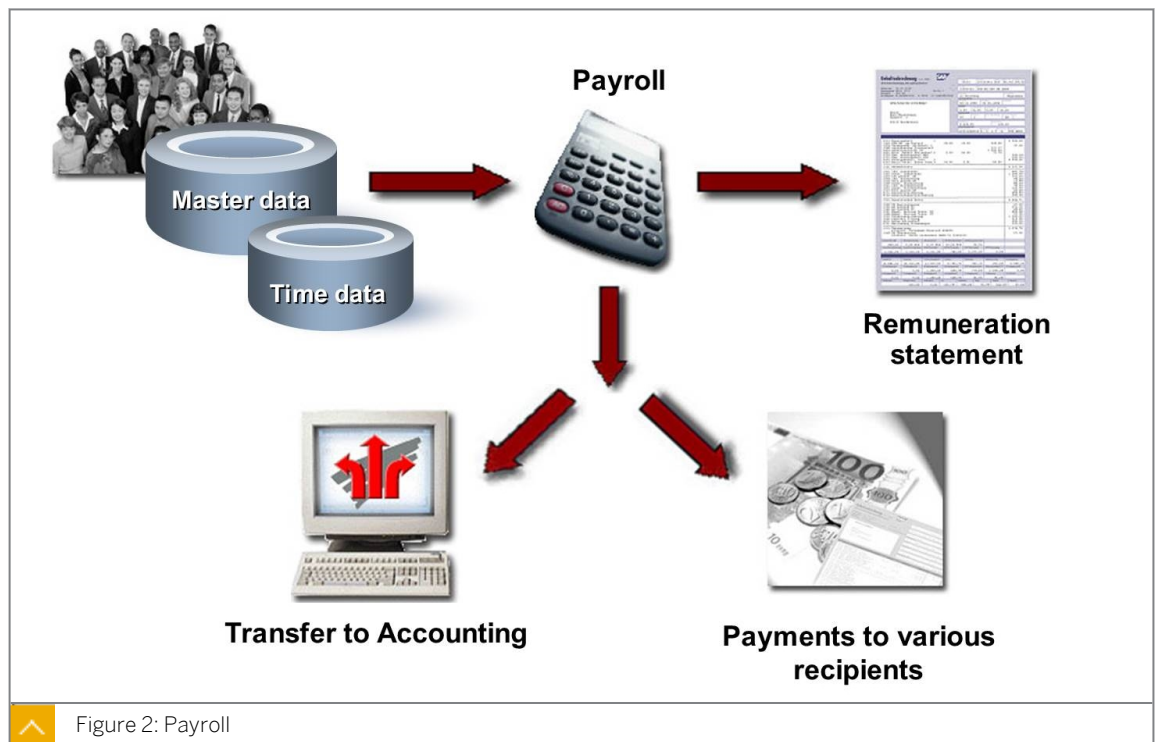


LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Identify the information required to run payroll

Payroll Basics



Payroll is the calculation of payment for work performed by each employee. Payroll comprises a number of work processes, including the generation of payroll results and remuneration statements, implementation of bank transfers, and facilitation of check payments.

Payroll also covers a number of subsequent activities, such as the posting of results to Financial Accounting (FI), and other evaluations, such as for taxes.

Payroll Prerequisites

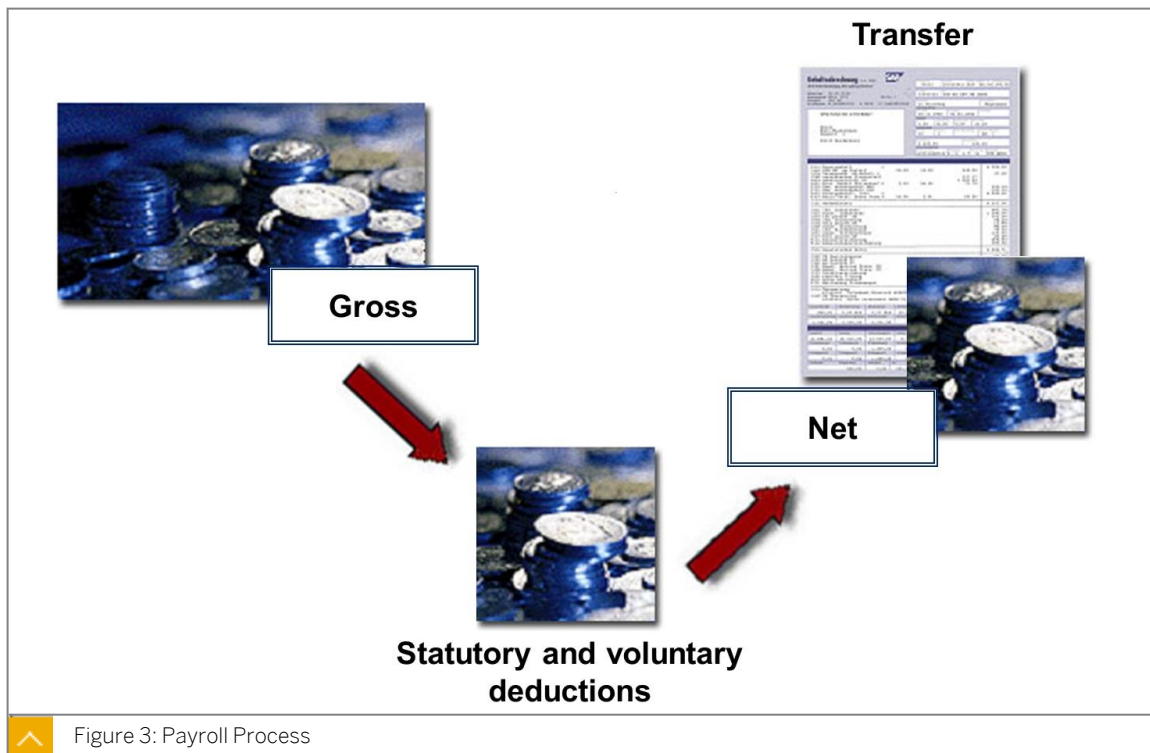
A number of prerequisites must be met before you can enter and process employee data in the system. SAP provides you with a series of model entries, which you can adapt to meet the needs of your particular enterprise.

The following table lists the prerequisites for running payroll, and some of the activities associated with the prerequisites:

Tasks	Prerequisites	Activities
Maintenance of master and time data	<ul style="list-style-type: none"> Work schedules 	<ul style="list-style-type: none"> Use Customizing to set up and generate work schedules
	<ul style="list-style-type: none"> Dialog and time wage types 	<ul style="list-style-type: none"> Make copies of model wage types to create customer wage types in the customer name range
	<ul style="list-style-type: none"> Infotypes 0000, 0001, 0002, 0006, 0007, 0008, and 0009 and country-specific infotypes (such as tax) Payroll also processes infotypes 0014, 0015, 2001, 2010, 2003, 2005, and so on 	<ul style="list-style-type: none"> Use personnel actions to enter employee data in the system
Administration	<ul style="list-style-type: none"> Payroll areas and periods 	<ul style="list-style-type: none"> Use Customizing to set up and generate payroll areas and periods
	<ul style="list-style-type: none"> Payroll control records 	<ul style="list-style-type: none"> Use Customizing to create payroll control records
Subsequent activities	<ul style="list-style-type: none"> Bank details and information about house banks 	<ul style="list-style-type: none"> Set up account numbers (entered by HR or employees through Employee Self-Service [ESS]) and house banks (set up by FI)

Tasks	Prerequisites	Activities
	<ul style="list-style-type: none"> Cost centers 	<ul style="list-style-type: none"> Set up cost centers (in FI) and link them to organizational units and positions
	<ul style="list-style-type: none"> Remuneration statements 	<ul style="list-style-type: none"> Utilize standard form

Remuneration Elements

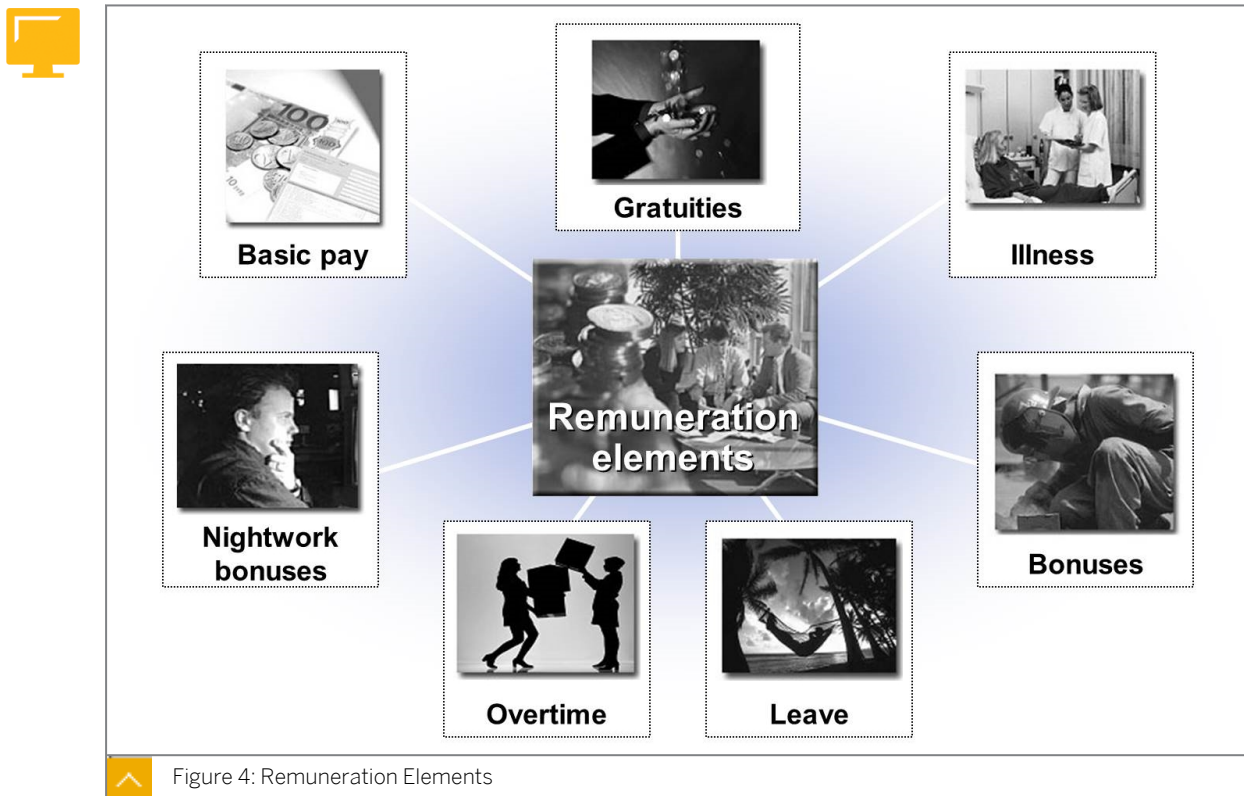


Remuneration or wages are calculated in the following steps:

- Calculation of remuneration elements
- Calculation of statutory and voluntary deductions, which are country-specific

Remuneration elements, statutory deductions, and voluntary deductions are based on individual payments and deductions that are calculated for an employee during a payroll period. The payments and deductions are stored as wage types and then included in the payroll calculation.

Calculation of Remuneration Elements



An employee's remuneration elements are determined on the basis of the individual wage types used in a payroll period.

The following payments can be included in the calculation of remuneration:

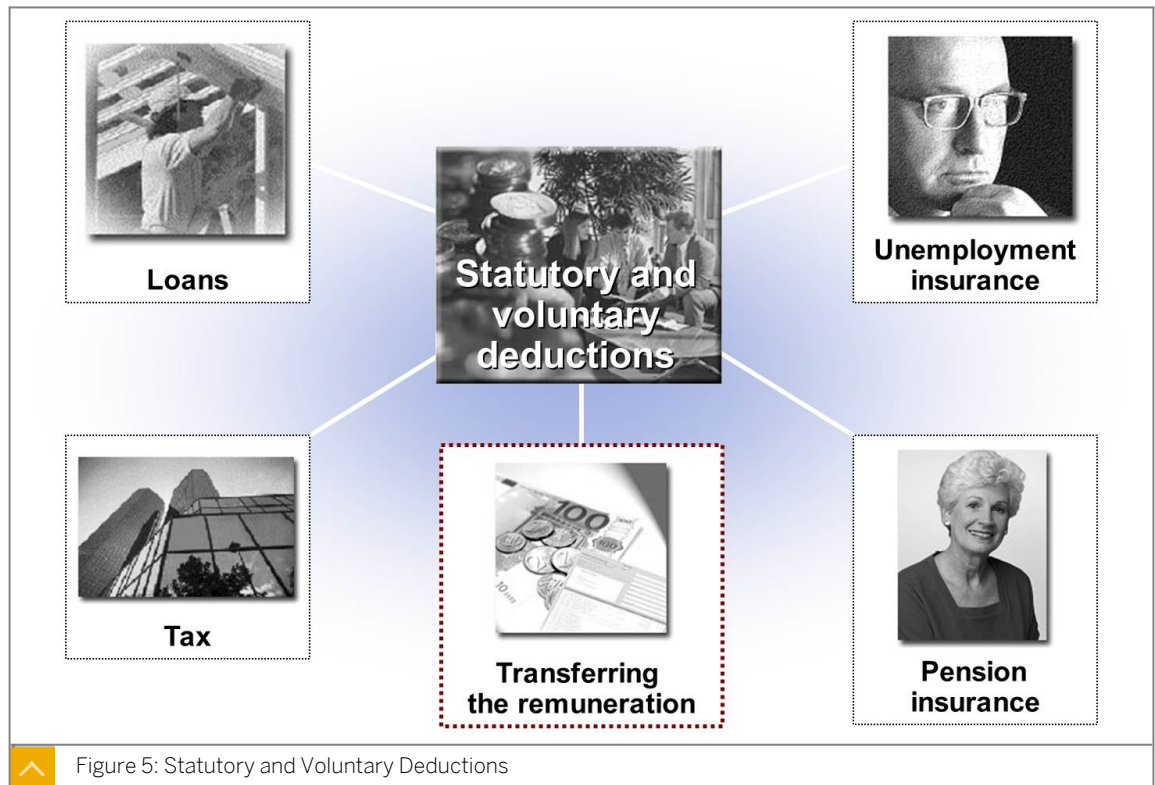
- Basic pay
- Bonuses
- Vacation allowances
- Christmas bonuses
- Gratuities

If an employee participates in regular benefits such as health, insurance, savings plans as well additional benefits, such as a company-owned apartment or company-sponsored day care services, this can lead to deductions from the employee's pay.

Such payments and deductions can increase or reduce an employee's taxable income. Taxable income is determined by a variety of factors, such as the laws of a country or a company's policies.

The wage types can be entered online or generated during the payroll run.

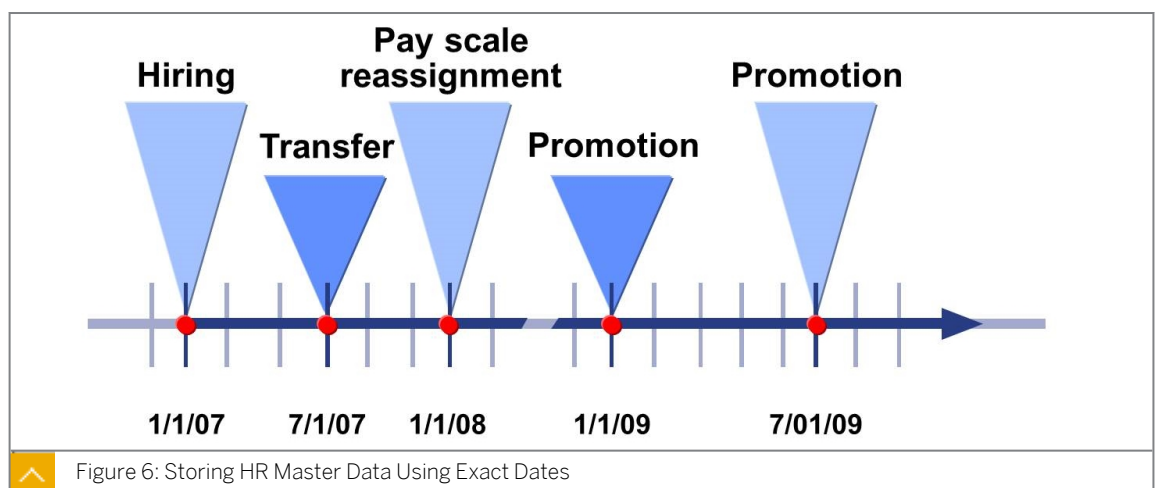
Statutory and Voluntary Deductions



To determine the payment amount, statutory and voluntary deductions, such as taxes and social insurance contributions, are taken into account.

Deductions are calculated on the basis of gross values, such as the total gross amount and the gross tax amount. For this reason, various amounts are calculated during the payroll run, which are then used for subsequent processing.

Master Data



Both HR master data and a large number of Customizing table entries include a start and end date. The payroll program requires these dates so that it can perform calculations for specific days and retroactive accounting for previous periods.

The system recognizes changes to payment infotypes and triggers retroactive accounting. For example, when you make changes to the master data for earlier periods, the arrears are calculated automatically and paid along with the current pay period's salary. Because the system recognizes retroactive accounting automatically, you cannot change the payroll results manually.

Retroactive Accounting

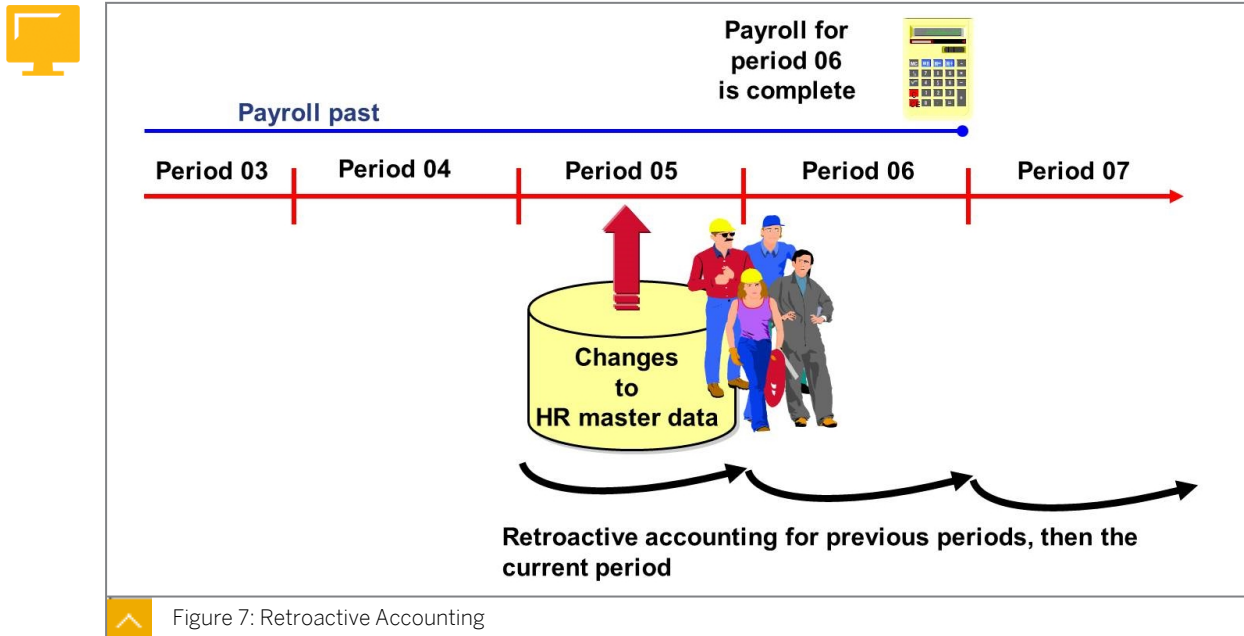


Figure 7: Retroactive Accounting

If you change the HR master data for a period for which the payroll has already been run, the payroll must be run again for the same period using the current values. This is known as retroactive accounting.

The periods for which the payroll has been completed and exited constitute the payroll past. If you make any changes to an infotype associated with retroactive accounting, the *Earliest MD Change* field in the *Payroll Status* infotype (0003) is set to the start date of the changed infotype. This ensures that retroactive accounting is automatically triggered up to the retroactive accounting date when the next payroll is performed.



LESSON SUMMARY

You should now be able to:

- Identify the information required to run payroll

Learning Assessment

1. The Payroll Administrator role is responsible for HR master data and Time Management data.

Determine whether this statement is true or false.

☐ True

☐ False

2. Which role is responsible for displaying HR master data and personnel files?

Choose the correct answer.

☐ A Payroll Administrator

☐ B Payroll Process Administrator

☐ C Payroll Manager

☐ D Payroll PROC ADM

3. The calculation of statutory and voluntary deductions is country-specific.

Determine whether this statement is true or false.

☐ True

☐ False

4. Payroll results can be changed manually.

Determine whether this statement is true or false.

☐ True

☐ False

5. The periods for which the payroll has been completed and exited constitute the _____.

Choose the correct answer.

- ☐ A time data
- ☐ B payroll past
- ☐ C retroactive accounting relevance
- ☐ D HR master data

Learning Assessment - Answers

1. The Payroll Administrator role is responsible for HR master data and Time Management data.

Determine whether this statement is true or false.

☒ True

☐ False

2. Which role is responsible for displaying HR master data and personnel files?

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5. The periods for which the payroll has been completed and exited constitute the _____.

Choose the correct answer.

- ☐ A time data
- ☒ B payroll past
- ☐ C retroactive accounting relevance
- ☐ D HR master data

UNIT 2

Payroll Data

Lesson 1

Entering Payroll Data

19

UNIT OBJECTIVES

- Hire an employee and review the master data infotypes

Entering Payroll Data

LESSON OVERVIEW

This lesson introduces you to personnel processes and infotypes.

Business Example

You need to change the payroll data of employees for events such as hiring, organizational reassignment, and deviations from the work schedule. For this reason, you require the following knowledge:

- An understanding of personnel processes
- An understanding of the infotypes relevant for payroll



LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Hire an employee and review the master data infotypes

Personnel Processes

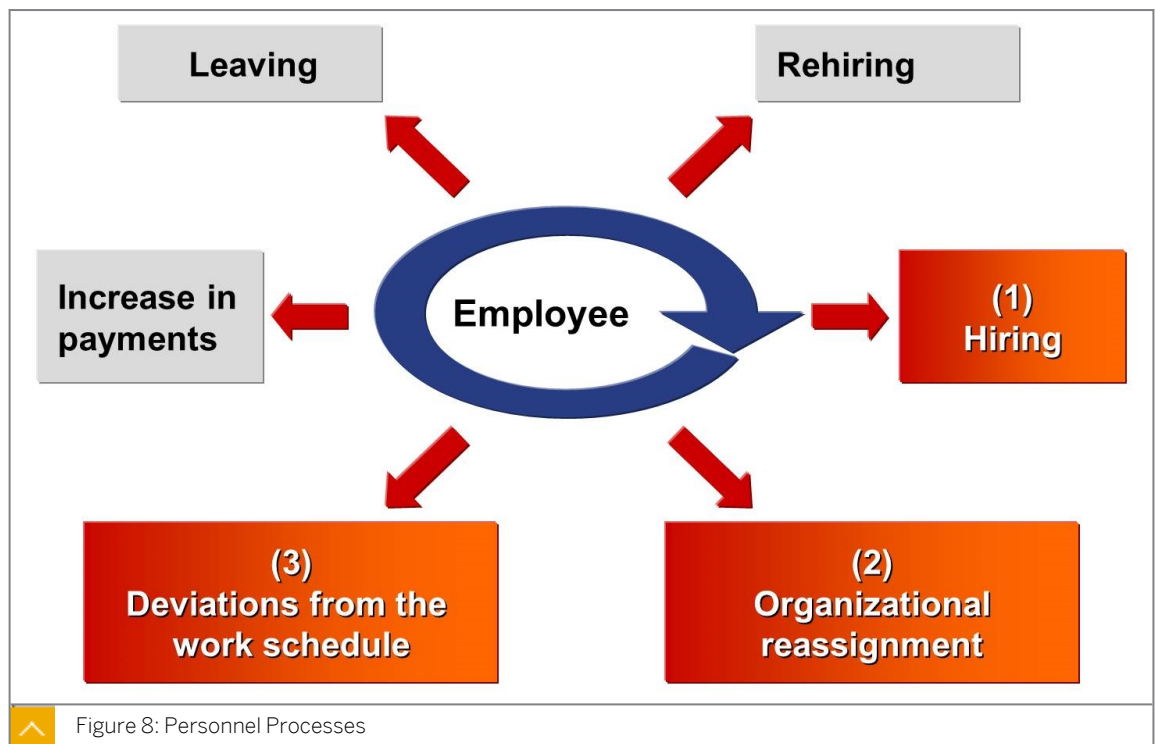


Figure 8: Personnel Processes

During an employee's employment, a series of processes or events, such as hiring, organizational reassignment, salary increase, leaving, and rehiring can take place. Some of

these events can be relevant to remuneration and they need to be tracked by updating the relevant infotypes. If these events occur in the payroll past, they trigger retroactive accounting.

Events that can trigger retroactive accounting are as follows:

- Hiring
- Organizational reassignment
- Deviations from the work schedule
- Retroactive salary increase
- Time sheet information received late
- Retroactive hourly rate increase



Note:

If an employee leaves your enterprise, you do not delimit information about the remuneration and bank details immediately. You may need this information, if there is a retroactive accounting salary change.

Infotypes



Input templates for hiring:

- **Actions (0000)**
- **Personal Data (0002)**
- **Organizational Assignment (0001)**
- **Addresses (0006)**
- **Planned Working Time (0007)**
- **Basic Pay (0008)**
- **Bank Details (0009)**
- **Absence Quotas (2006)**

Country-specific infotypes

- **For example, taxes**

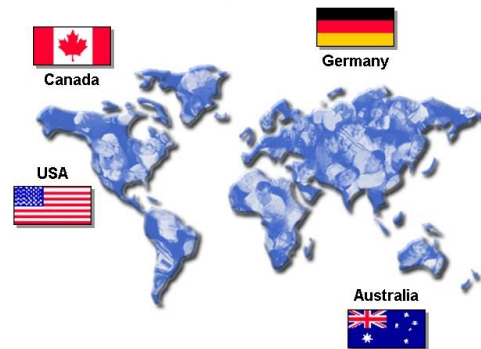
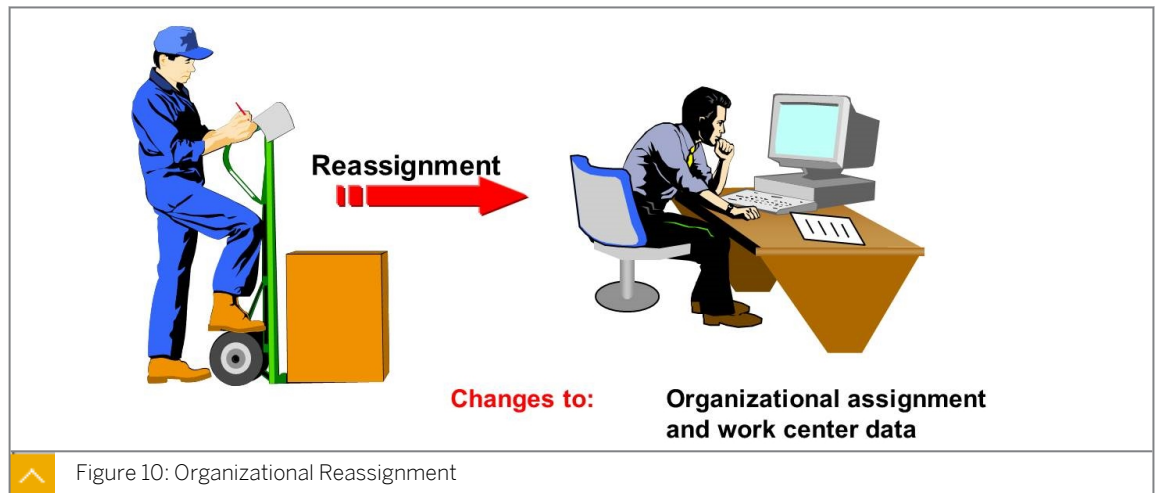


Figure 9: Hiring

A hiring action consists of a series of standard infotypes that are required for any country.

Some infotypes, such as tax data, are country-specific. If you set the user parameters for a particular country, such as 01 for Germany or 10 for the USA, the system accesses the appropriate personnel actions, which include all the relevant country-specific infotypes.

Organizational Reassignment



Employee data may change in any payroll period due to transfers, substitutions, increase or decrease in basic pay, or simply corrections.

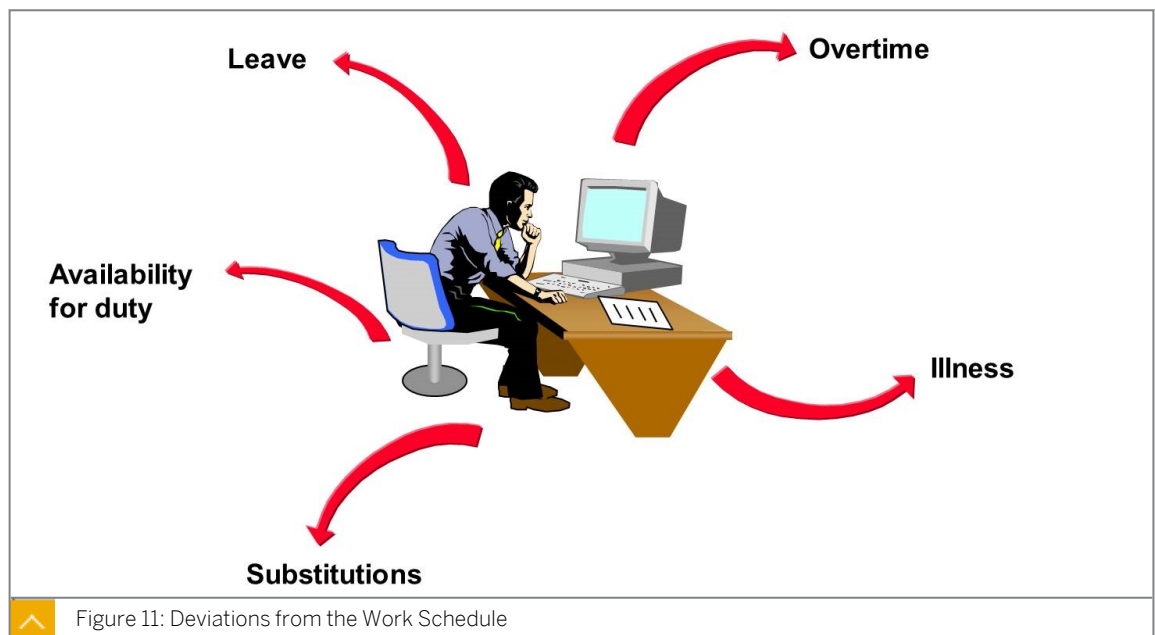
You can create data or copy and change existing data to create new entries. At times, you need to enter data in a series of infotypes while at other times, you need to access a single infotype.



Note:

Any changes you make to infotypes that are relevant to payroll, in periods for which the payroll has already run, automatically trigger retroactive accounting.

Deviations from the Work Schedule



Deviations from the work schedule usually make up the largest share of tasks that are periodically performed in an HR department.

In the system, deviations take the form of time data, such as hours or days, or remuneration data. To ensure that the correct amount of time and overtime payments is available, you must enter the data in the system at the right time.

Infotypes Used to Enter Deviations from the Work Schedule

The table lists the infotypes that are used to enter data that deviates from the work schedule:

Infotype	Description
<i>Absences (2001)</i>	Used to enter an employee's absences
<i>Attendances (2002)</i>	Used to enter an employee's attendances
<i>Substitutions (2003)</i>	Used to enter substitutions, such as when an employee works a different shift
<i>Availability (2004)</i>	Used to enter times at which employees are available for duty in addition to their regular shift
<i>Overtime (2005)</i>	Used to enter the start times and end times for additional working hours
<i>Employee Remuneration Information (2010)</i>	Used to input numbers, such as overtime hours
<i>Monthly Calendar (2051)</i>	Used to enter attendances and absences on a monthly overview screen
<i>Weekly Calendar (2052)</i>	Used to enter attendances and absences on a weekly overview screen

Methods of Entering Time Data

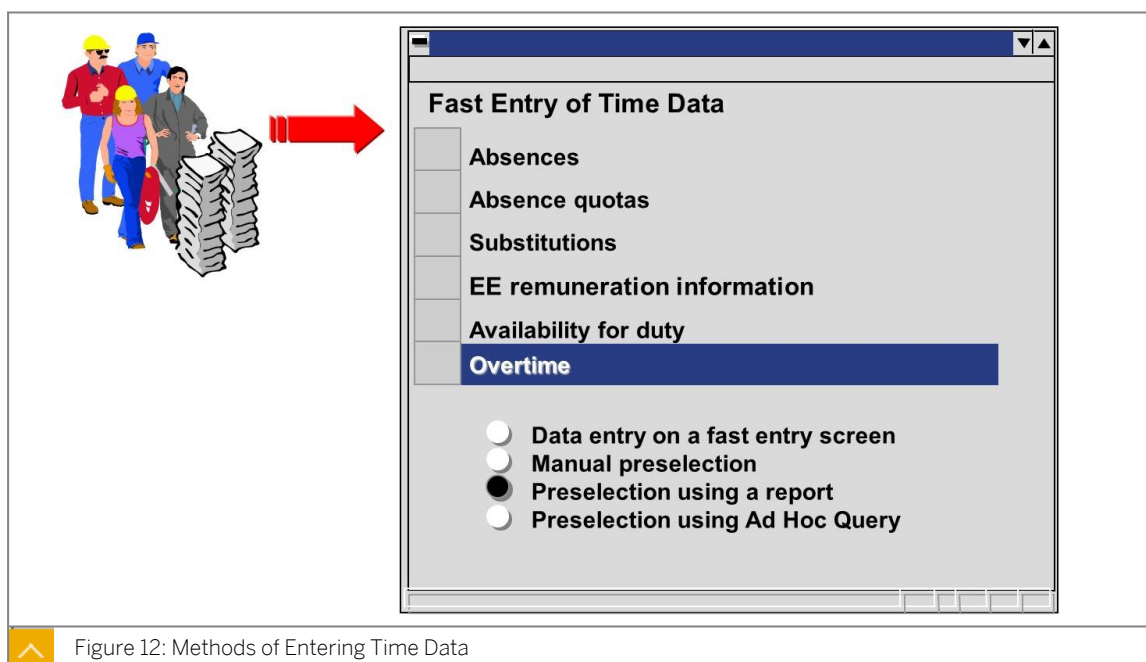


Figure 12: Methods of Entering Time Data

Fast data entry increases the efficiency of data processing, because the same infotype record can be created and maintained for more than one employee at the same time. This means that you do not need to enter a separate record for each individual employee; you can use a single screen to enter the data for more than one employee simultaneously.

Various processing options are available, such as creating, changing, copying, deleting, and locking or unlocking records.

You can use any of the following ways to select the personnel numbers to be processed:

- You can enter the personnel numbers directly on the fast entry screen.
- You can list the personnel numbers yourself before maintaining the fast entry screen.
- You can use a report to list the personnel numbers on the basis of specific search criteria.
- You can choose your own selection criteria using Ad Hoc Query.



LESSON SUMMARY

You should now be able to:

- Hire an employee and review the master data infotypes

Learning Assessment

1. Basic Pay (0008) is an infotype relevant to Hiring.

Determine whether this statement is true or false.

☐ True

☐ False

2. Which infotype is used to enter the start times and end times for additional working hours?

Choose the correct answer.

☐ A Employee Remuneration Information (2010)

☐ B Overtime (2005)

☐ C Availability (2004)

☐ D Attendances (2002)

3. Personnel numbers can be entered directly in the fast entry screen to record certain infotypes, such as Additional Payments (0015).

Determine whether this statement is true or false.

☐ True

☐ False

Learning Assessment - Answers

1. Basic Pay (0008) is an infotype relevant to Hiring.

Determine whether this statement is true or false.

☒ True

☐ False

2. Which infotype is used to enter the start times and end times for additional working hours?

Choose the correct answer.

☐ A Employee Remuneration Information (2010)

☒ B Overtime (2005)

☐ C Availability (2004)

☐ D Attendances (2002)

3. Personnel numbers can be entered directly in the fast entry screen to record certain infotypes, such as Additional Payments (0015).

Determine whether this statement is true or false.

☒ True

☐ False

UNIT 3

Payroll Elements

Lesson 1

Organizing a Payroll Run

29

Lesson 2

Reviewing the Payroll Status Infotype

35

Lesson 3

Identifying Retroactive Payroll Entries

39

UNIT OBJECTIVES

- Review the elements of a payroll control record
- Review the *Payroll Status* infotype assigned to individual employees
- Identify retroactive payroll adjustments

Organizing a Payroll Run

LESSON OVERVIEW

This lesson introduces you to the organization of a payroll run.

Business Example

You want to run payroll for your employees. For this reason, you require the following knowledge:

- An understanding of the payroll area
- An understanding of the payroll period
- An understanding of the payroll control record

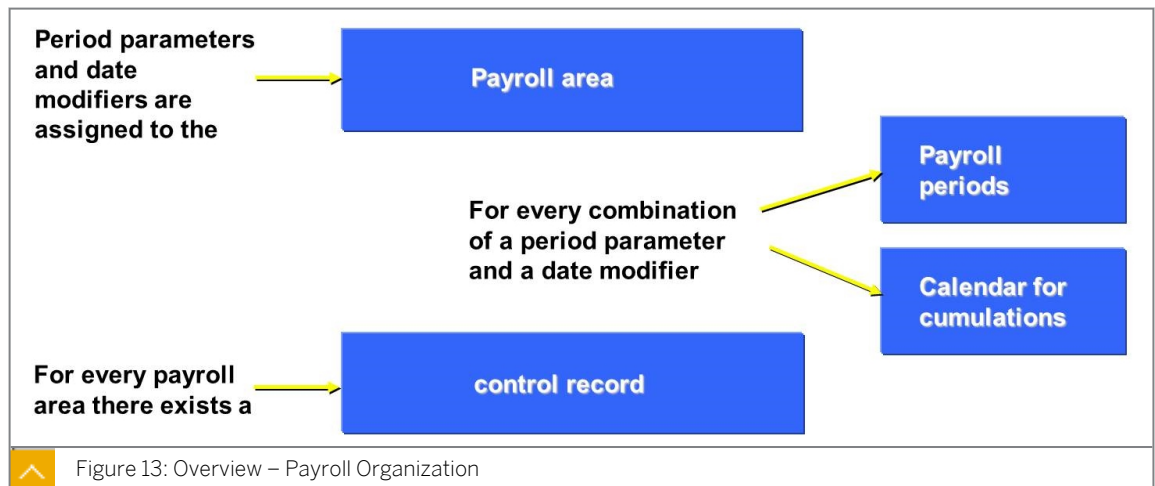


LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Review the elements of a payroll control record

Payroll Organization



You can perform a payroll run at different times, for example, at the beginning of the month, and with different frequencies, such as monthly. Payroll consists of different phases that take place sequentially. You can control payroll using various payroll areas and payroll control records.

You must make the following settings in Customizing to perform a payroll run:

Payroll areas

You define a payroll area to group employees for whom payroll is run at the same time, and who are paid on the same date. You also define a payroll area to set the dates for the payroll period. A period parameter and a date modifier are assigned to each payroll area.

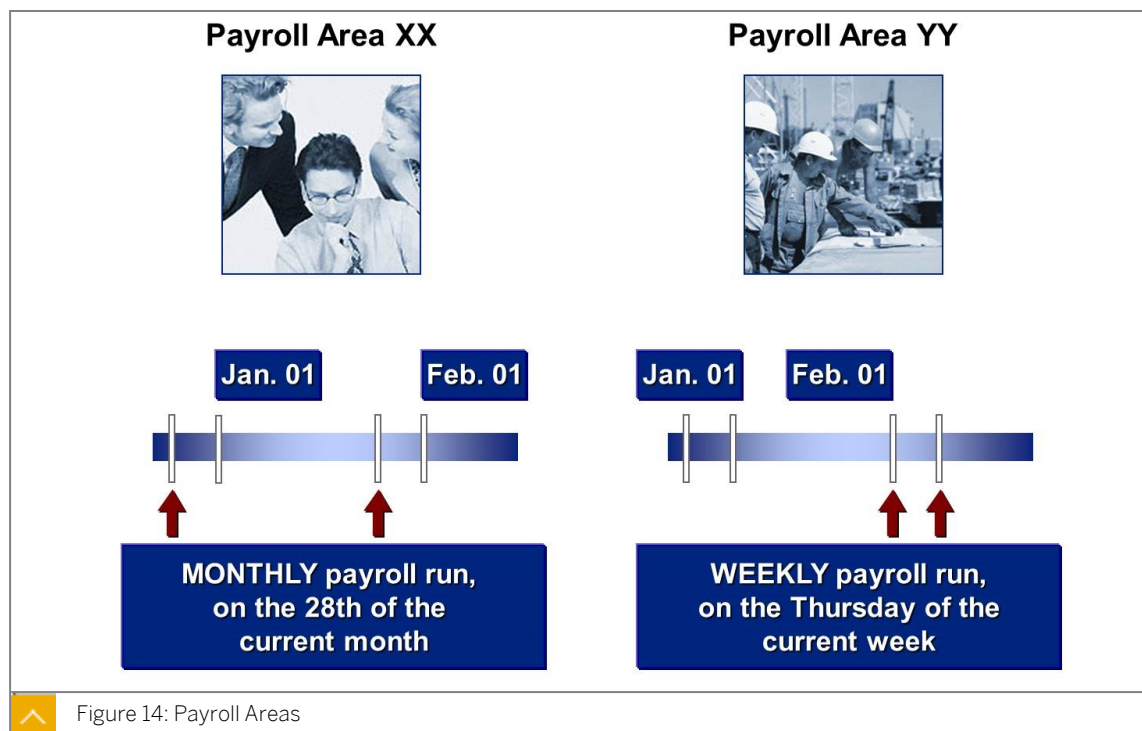
Payroll periods

You define a payroll period to represent the period for which a regular payroll is run. Payroll periods must be generated for each combination of period parameters and date modifiers assigned to a payroll area. A payroll period is identified by a period number and a year. The start and end dates for each period are defined; and the payday is calculated using a rule entered as a parameter. Each period parameter is assigned to a time unit. The values for time units are defined as monthly, semi-monthly, weekly, bi-weekly, every four weeks, and annually.

Control records

You create a control record for every payroll area to control the individual stages of the payroll process.

Payroll Areas



You must create payroll areas if you want to run payroll for employees at different times. For example, if you want to pay employees on a monthly or weekly basis, you must create at least one monthly and one weekly payroll area.

Employees from different employee subgroups can belong to the same payroll area. The only criterion for grouping employees in the same payroll area is that they should be paid for the same period and on the same payment date.

You can use a payroll area as a selection criterion for many payroll processes. For example, you can use a payroll area to run payroll, generate the remuneration statement, and create evaluation reports for the payroll run.

If you want to select fewer employees for a payroll run or other evaluations, you can use additional selection criteria, for example, the cost center, or the employee subgroup.

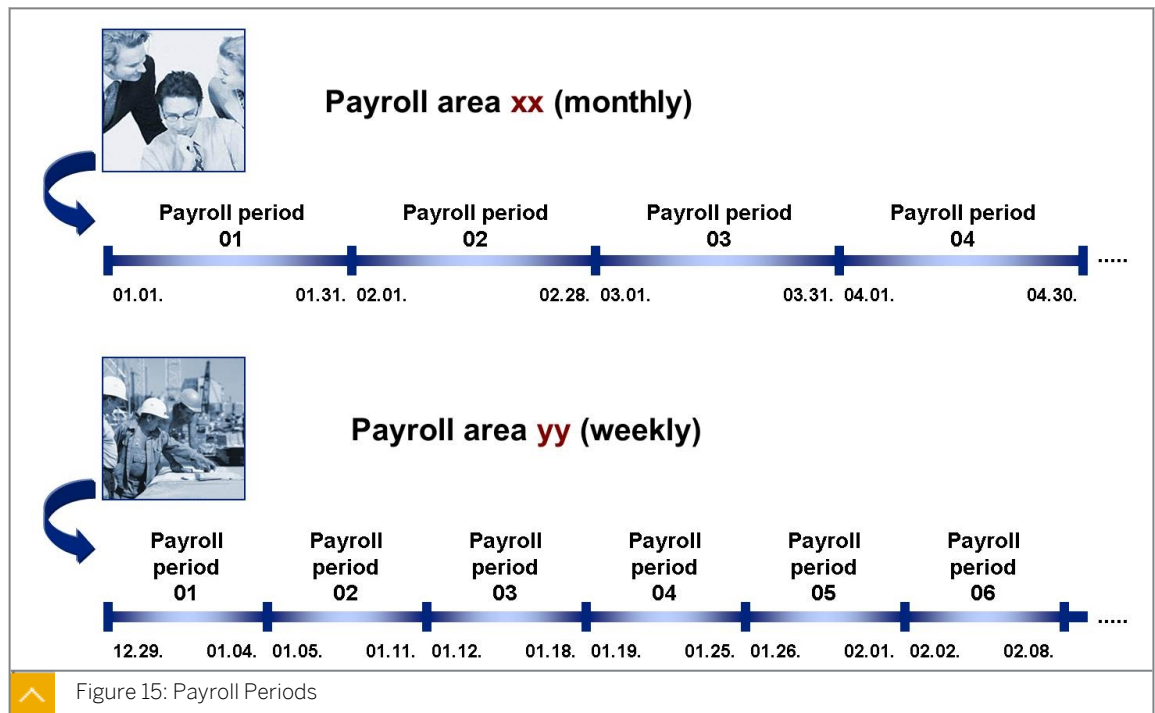
However, such a selection is suitable only for test and simulation purposes, because the payroll control record is not taken into account in the simulation run.



Note:

The ABKRS feature delivers a default value for the *Payroll Area* field in the *Organizational Assignment* infotype (0001).

Payroll Periods



A payroll period determines the period for which a payroll result is created. The length of payroll periods can differ. For example, a payroll period can be a month, a week, or fourteen days.



Note:

The exact start and end dates of payroll periods must be defined for payroll areas.

Payroll Control Records

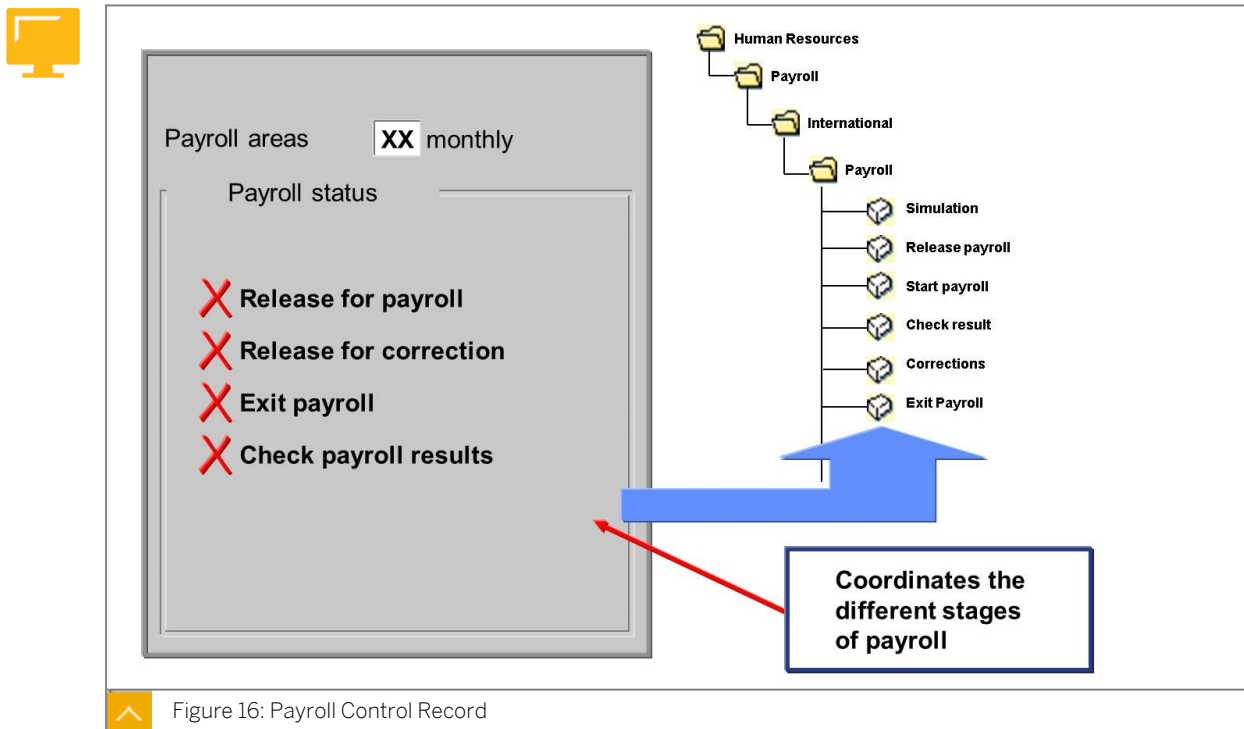


Figure 16: Payroll Control Record

The payroll control record performs the following functions in payroll:

- It defines the payroll past for retroactive accounting.
- It locks master data and time data so that no changes can be made during the payroll process. The lock is valid for the payroll past and the payroll present. Changes that affect future payroll runs are still possible.
- It defines the earliest possible retroactive accounting date for each payroll area.

You must create a payroll control record in Customizing for each payroll area.



Note:

You can find the payroll control record in the payroll menu for your country under *Tools* → *Control Record*.

Payroll Control Record – Periods



Payroll area **XX** monthly

Payroll status

Payroll period **01 2009** 01.01.2009 – 31.01.2009

Run **01**

Earliest RA period **01 2008** 01.01.2008

Last change to control record

by Miller on 01.08.2008 at 11:01:30

Status created

Figure 17: Payroll Control Record – Periods

The following table describes the various fields in the payroll control record:

Field	Description
<i>Payroll period</i>	Shows the period of the last payroll run
<i>Run</i>	Shows the current saved payroll run
<i>Earliest RA period</i>	Shows the start date of the retroactive accounting period
<i>Last change to control record</i>	Shows the change information

When you create the payroll control record in your live system, ensure that the payroll period used to create the payroll control record is one period before the period in which you want to go live. The payroll period is automatically incremented by one period when you release the payroll for the payroll run. For example, if you want the SAP payroll system to go live in the period 05 of the current year, you must enter the period 04 of the current year in the payroll control record.



LESSON SUMMARY

You should now be able to:

- Review the elements of a payroll control record

Reviewing the Payroll Status Infotype

LESSON OVERVIEW

This lesson introduces you to the *Payroll Status* infotype.

Business Example

You need to modify the *Payroll Status* infotype for employees to incorporate changes in Payroll or Time Management. For this reason, you require the following knowledge:

- An understanding of the *Payroll Status* infotype



LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Review the *Payroll Status* infotype assigned to individual employees

Payroll Status Infotype

The *Payroll Status* infotype (0003) is automatically created for each employee at the time of hiring. The *Payroll Status* infotype contains data that controls an employee's payroll runs and time evaluations. The system updates the infotype when performing a payroll run, evaluating time, or making changes to the payroll past.

If you need to enter employee-specific information about Payroll or Time Management, you can update particular fields in the infotype manually.

System-Defined Fields

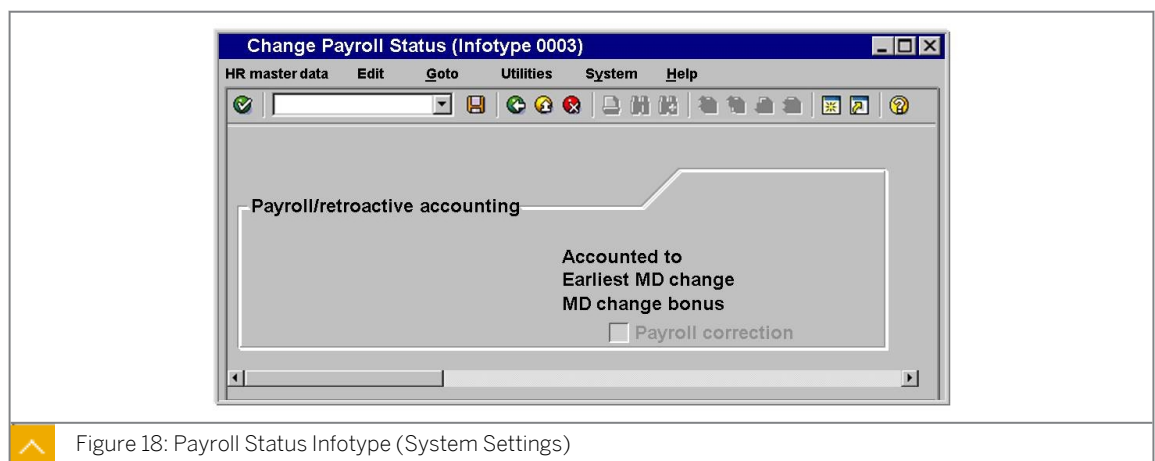


Figure 18: Payroll Status Infotype (System Settings)

The following fields of the *Payroll Status* infotype are automatically updated by the system:

Accounted to

The end date of the last completed payroll period is entered here by the payroll driver.

Earliest MD change

If master data is changed for earlier payroll periods, the system enters the appropriate date in this field. This date is deleted after each completed payroll run. The program recognizes whether and when payroll must be repeated to take master data changes into account.

MD change

The *Earliest Master Data Change Bonus* field is filled with a date when master data is edited. This date is deleted during bonus accounting and non-authorized manual checks (NAMC, only for the U.S.). As a result, the payroll system can perform retroactive accounting optimally in connection with bonus accounting. This field is used in a similar way to *Earliest MD Change*.

Payroll correction

If a personnel number is rejected or you entered data during the correction phase of the payroll run, the payroll driver flags this field. The employee is then entered in the correction run with this indicator. If the payroll is completed successfully, the indicator is removed. If changes are made in Customizing, the *Payroll correction* indicator is not set.

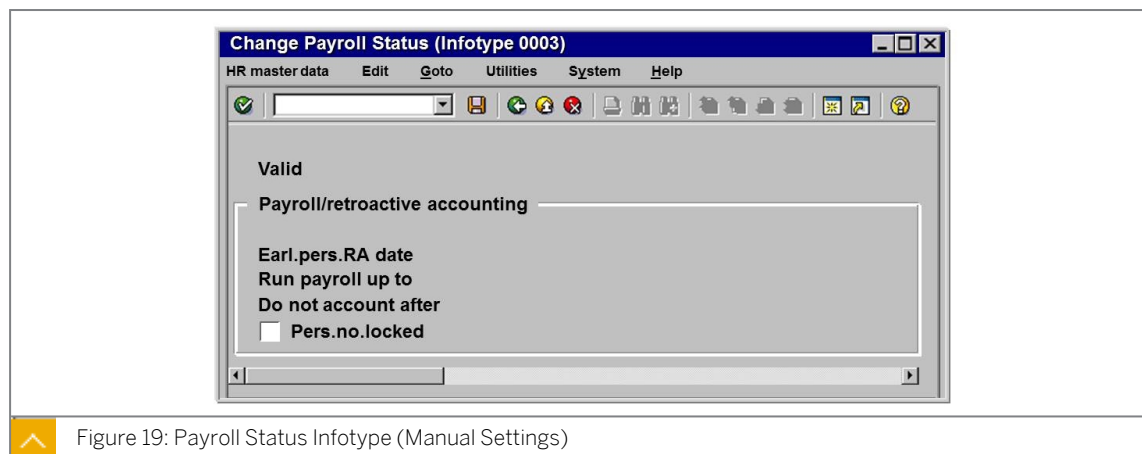
Manual Settings

Figure 19: Payroll Status Infotype (Manual Settings)

You can change the values in the following fields of the *Payroll Status* infotype manually:

***Earl. pers. RA date* (Earliest personal retroactive accounting date)**

You use this field to set an employee's retroactive accounting limit if it differs from the date set in the payroll area.

Accounted to

You use this field to specify the date up to which a payroll is to be run for an employee who has left the enterprise. The date that you specify must lie in an interval in which the employee is not actively employed. For example, a terminated employee can continue to be paid for a specified period after the leaving date. If an employee is actively employed, the payment is triggered automatically during retroactive accounting. You do not need to enter a date in this field.

Do not account after

You use this field to enter a date after which payroll will no longer be run for an employee. The subsequent day must lie in a non-active period.

***Pers. no. locked* (Personnel number locked)**

You use this field to lock an employee for payroll. This means that the personnel number will not be selected for payroll.



LESSON SUMMARY

You should now be able to:

- Review the *Payroll Status* infotype assigned to individual employees

Identifying Retroactive Payroll Entries

LESSON OVERVIEW

This lesson introduces you to retroactive accounting limits.

Business Example

You need to understand the date restrictions applied when payroll is processed. For this reason, you require the following knowledge:

- An understanding of retroactive accounting limits

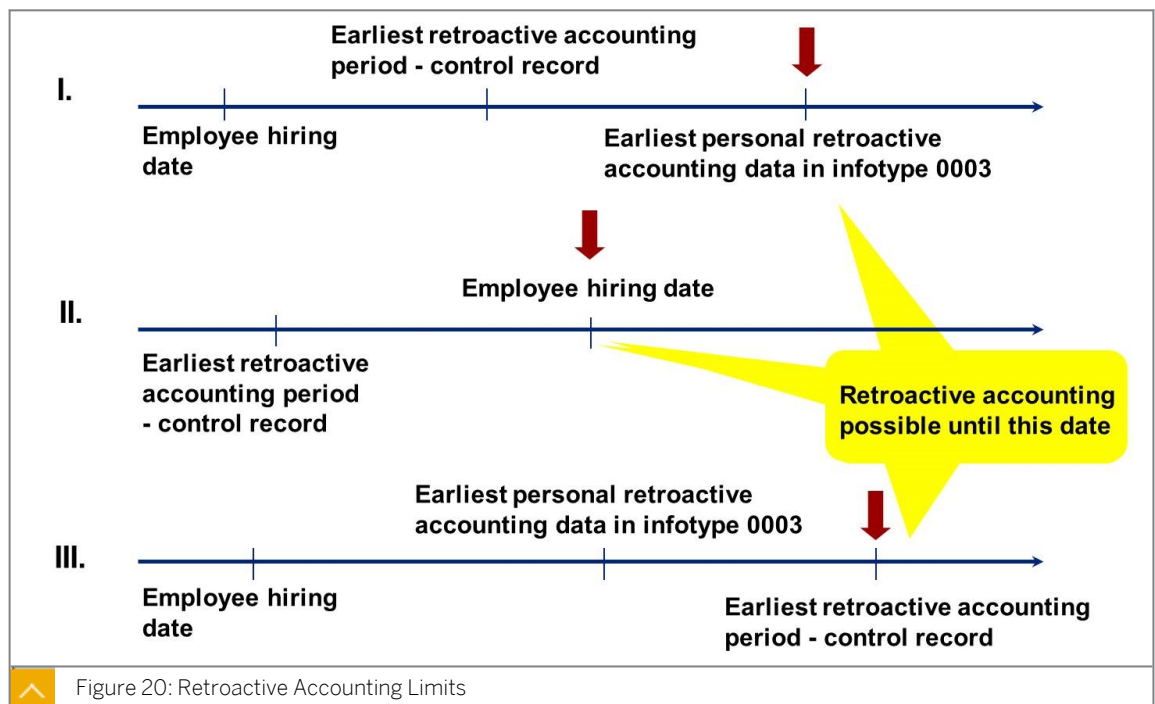


LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Identify retroactive payroll adjustments

Retroactive Accounting



The retroactive accounting limit determines the exact date until which the master data and time data can be changed in the payroll past.

The retroactive accounting limit is based on the following values:

Per payroll area (Payroll control record)

Each payroll area has a payroll control record, which includes the earliest possible retroactive accounting date. The system cannot perform retroactive accounting before this date.

Employee hiring date

Retroactive accounting cannot be performed before an employee's hiring date.

Per employee (*Payroll Status* infotype)

Each employee has a *Payroll Status* infotype, which includes the earliest personal retroactive accounting date.

If the date set for each payroll area differs from the date specified for the employee, the later date is used. The absolute retroactive accounting limit for an employee is the hiring date.



LESSON SUMMARY

You should now be able to:

- Identify retroactive payroll adjustments

Learning Assessment

1. The exact start and end dates of payroll periods must be defined for payroll areas.

Determine whether this statement is true or false.

☐ True

☐ False

2. The _____ locks master data and time data so that no changes can be made during the payroll process.

Choose the correct answer.

☐ A control record

☐ B payroll period

☐ C period parameter

☐ D date modifier

3. The Payroll Status infotype contains data that controls an employee's payroll runs and time evaluations.

Determine whether this statement is true or false.

☐ True

☐ False

4. You can update particular fields in the Payroll Status infotype manually.

Determine whether this statement is true or false.

☐ True

☐ False

5. In which field do you specify the date after which payroll will no longer run for an employee?

Choose the correct answer.

- ☐ A Accounted to
- ☐ B Do not account after
- ☐ C Earl. pers. RA date
- ☐ D MD change bonus

6. The absolute retroactive accounting limit for an employee is the hiring date.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

7. The payroll control record can impact retroactive accounting.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

8. The retroactive accounting limit determines the date before which you cannot change master data and time data in the payroll past.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

Learning Assessment - Answers

1. The exact start and end dates of payroll periods must be defined for payroll areas.

Determine whether this statement is true or false.

☒ True

☐ False

2. The _____ locks master data and time data so that no changes can be made during the payroll process.

Choose the correct answer.

☒ A control record

☐ B payroll period

☐ C period parameter

☐ D date modifier

3. The Payroll Status infotype contains data that controls an employee's payroll runs and time evaluations.

Determine whether this statement is true or false.

☒ True

☐ False

4. You can update particular fields in the Payroll Status infotype manually.

Determine whether this statement is true or false.

☒ True

☐ False

5. In which field do you specify the date after which payroll will no longer run for an employee?

Choose the correct answer.

- ☐ A Accounted to
- ☒ B Do not account after
- ☐ C Earl. pers. RA date
- ☐ D MD change bonus

6. The absolute retroactive accounting limit for an employee is the hiring date.

Determine whether this statement is true or false.

- ☒ True
- ☐ False

7. The payroll control record can impact retroactive accounting.

Determine whether this statement is true or false.

- ☒ True
- ☐ False

8. The retroactive accounting limit determines the date before which you cannot change master data and time data in the payroll past.

Determine whether this statement is true or false.

- ☒ True
- ☐ False

UNIT 4

Payroll Process

Lesson 1

Running Payroll

47

UNIT OBJECTIVES

- Process payroll runs for employees
- Process a retroactive payment to correct a payroll error

Running Payroll

LESSON OVERVIEW

This lesson introduces you to the payroll process.

Business Example

You need to perform payroll runs for your employees and resolve the issues that arise while performing a payroll run. For this reason, you require the following knowledge:

- An understanding of the payroll process
- An understanding of how to run payroll
- An understanding of how to resolve the issues encountered while running payroll

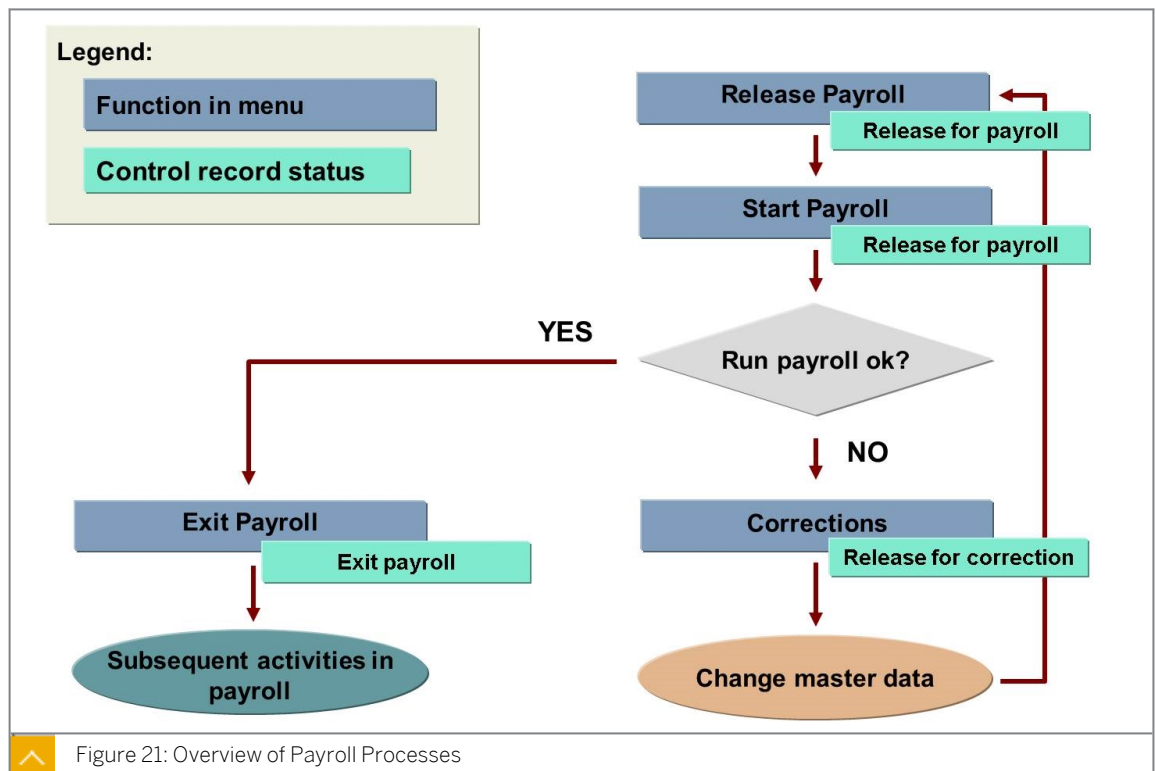


LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Process payroll runs for employees
- Process a retroactive payment to correct a payroll error

Payroll Processes



The payroll process in the SAP system includes the following steps:

1. Release the payroll.
2. Start the payroll run.
3. Check the results.
4. Perform corrections and repeat the payroll process until the payroll is error-free.
5. Exit the payroll.

During a payroll run, the payroll program reads the master data and time data infotypes. Any changes made to the master data or time data during the payroll run can lead to inaccuracies in the payroll results. To avoid this, the system does not permit any changes in the master data and time data that affect the payroll past and present. You must not run payroll master data maintenance.

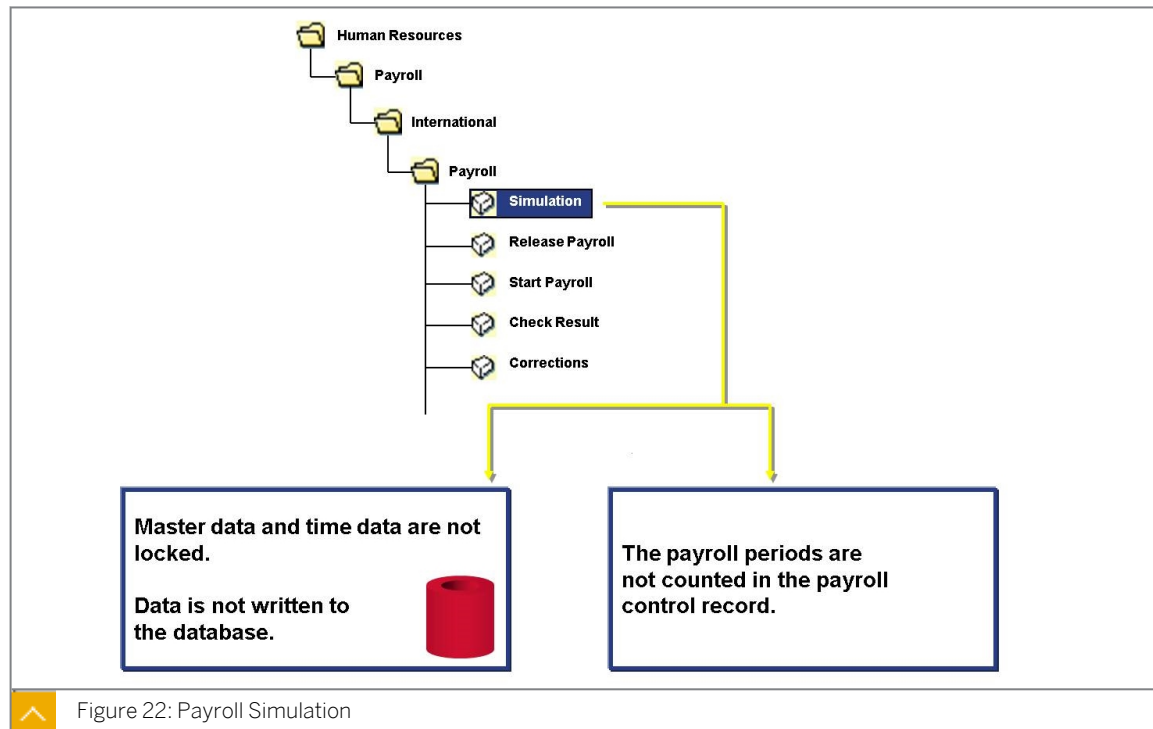
Functions of the Payroll Control Record

The payroll control record controls the payroll process.

The following table explains the functions of the payroll control record:

Function in menu	Payroll control record
<i>Release Payroll</i>	<ul style="list-style-type: none"> The status of the payroll control record is release for payroll. Master data and time data are locked for payroll past and present. Payroll area is released for the payroll run.
<i>Start Payroll</i>	<ul style="list-style-type: none"> The status of the payroll control record is released for payroll.
<i>Check Result</i>	<ul style="list-style-type: none"> The status of the payroll control record is check payroll results. Master data, time data, and the payroll area are locked.
<i>Corrections</i>	<ul style="list-style-type: none"> The status of the payroll control record is release for correction. Master data and time data are released for correction.
<i>Exit Payroll</i>	<ul style="list-style-type: none"> The status of the payroll control record is <i>Exit payroll</i> . Master data and time data are released. Payroll is closed for the Pay Period.

Payroll Simulation



Before you run an actual payroll, you can simulate the payroll run. Simulating a payroll run enables you to display and print remuneration statements in a test environment.

Simulating a payroll run offers the following advantages:

- The system does not lock the master data and time data.
- *Release Payroll* and *Exit Payroll* functions are not required. The results of a simulated payroll run are not written to the database; they can be viewed in the payroll log.



Note:

When payroll periods are counted in the payroll control record, simulation runs are ignored.

Release Payroll

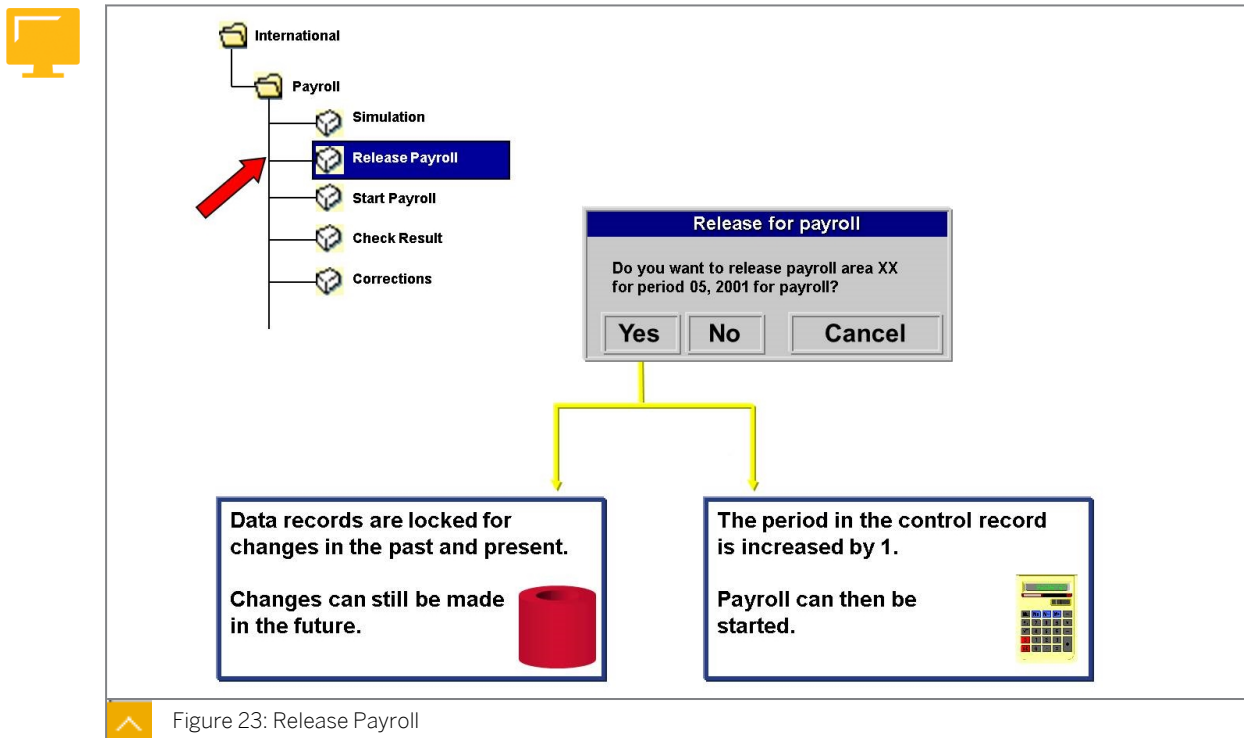


Figure 23: Release Payroll

The first step in processing payroll is to execute the *Release Payroll* function. If you choose the *Release Payroll* function from the menu, the system prevents you from making any changes that affect the payroll past or present. This lock applies to the personnel numbers included in the relevant payroll area. Changes that affect future payrolls can still be made.

You must execute the *Release Payroll* function before starting a payroll run. If the status of the payroll control record was previously *Exit Payroll*, the *Release Payroll* function increases the period in the payroll control record by one.

Start Payroll (Part 1)

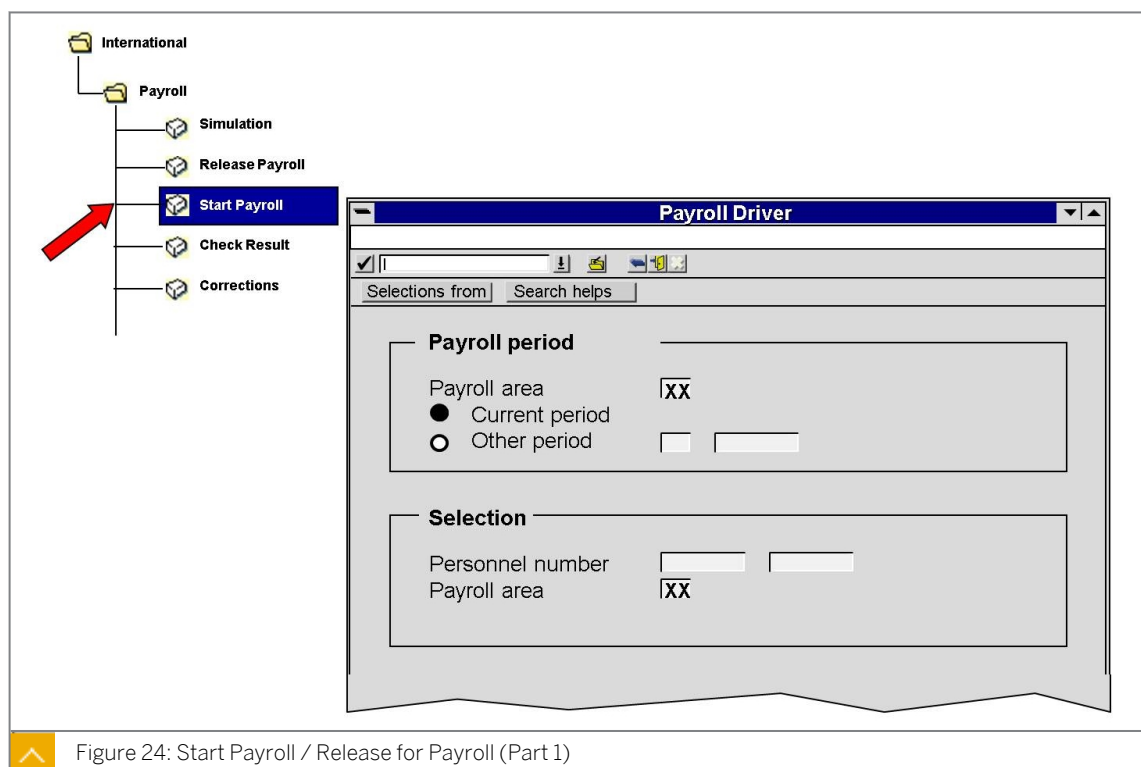


Figure 24: Start Payroll / Release for Payroll (Part 1)

After executing the *Release Payroll* function, you can execute the *Start Payroll* function. To start a payroll run, specify the payroll area in both the *Payroll period* and *Selection* sections. The payroll area determines the payroll period with the exact dates and personnel numbers that will be selected.



Note:

Before executing the *Start Payroll* function, ensure that a payroll control record exists.

When a live payroll is run, you do not need to enter the payroll period. The system uses the payroll area and the control record to determine the payroll period automatically.

For a simulation run, you can enter a different payroll period.

Start Payroll (Part 2)



General program control

Payroll reason

Off-cycle payroll ☐

Payroll schema

Forced retro. accounting as of

☐ Test run (no update)

Log

☒ Display log

☐ Also display time data processing log

Display variant for log

Parameters for Remuneration Statement

Display variant rem. statement

Figure 25: Start Payroll / Release for Payroll (Part 2)

When starting a payroll, you need to specify the payroll schema in the *General program control* section on the *Payroll driver (international)* screen.

The payroll schema describes the sequence and the content of a program procedure. It consists of a list of statements and links to subschemas and functions that are described in detail using parameters. The program processes the specified calculation schema sequentially.

If you execute a retroactive run that the system does not recognize, you must make an entry in the *Forced retro. accounting as of* field. For example, you need to make an entry in this field if there are changes in Customizing tables for the payroll past.

For a payroll simulation run, select the *Test run (no update)* checkbox. When the *Test run* flag is set, no changes are made to the database and the *UPD YES* function is overridden. This affects the newly generated schema. Therefore, you must not set this flag for a regular payroll run.

Payroll Log

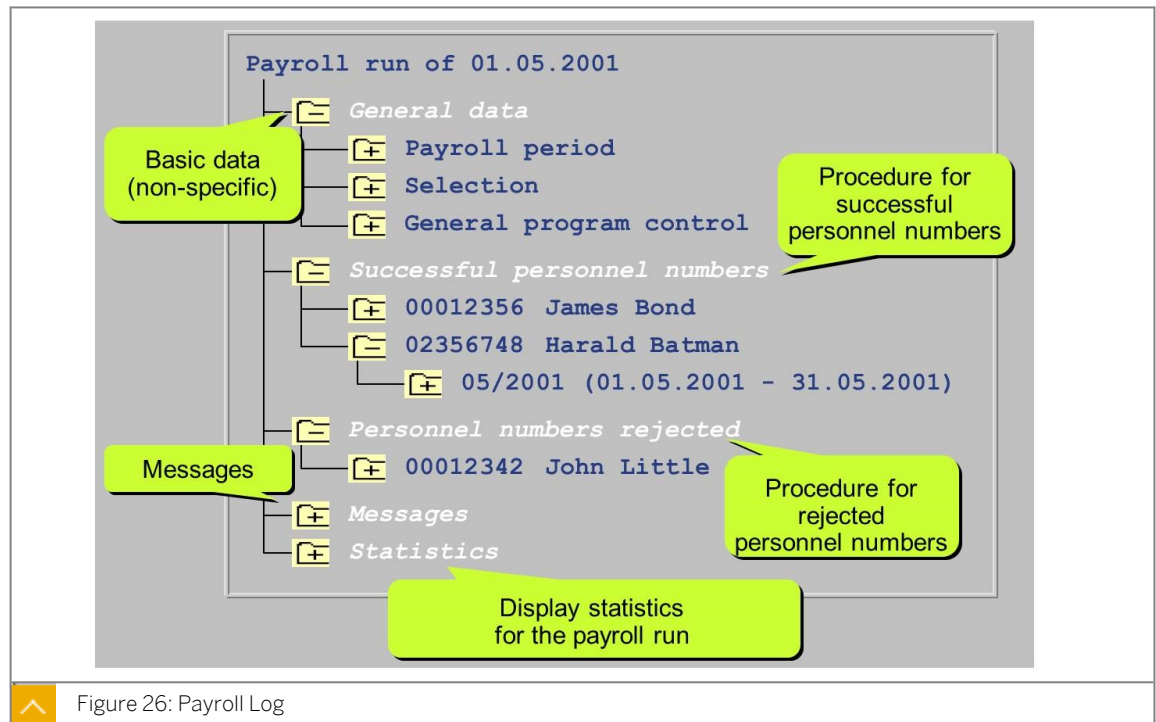
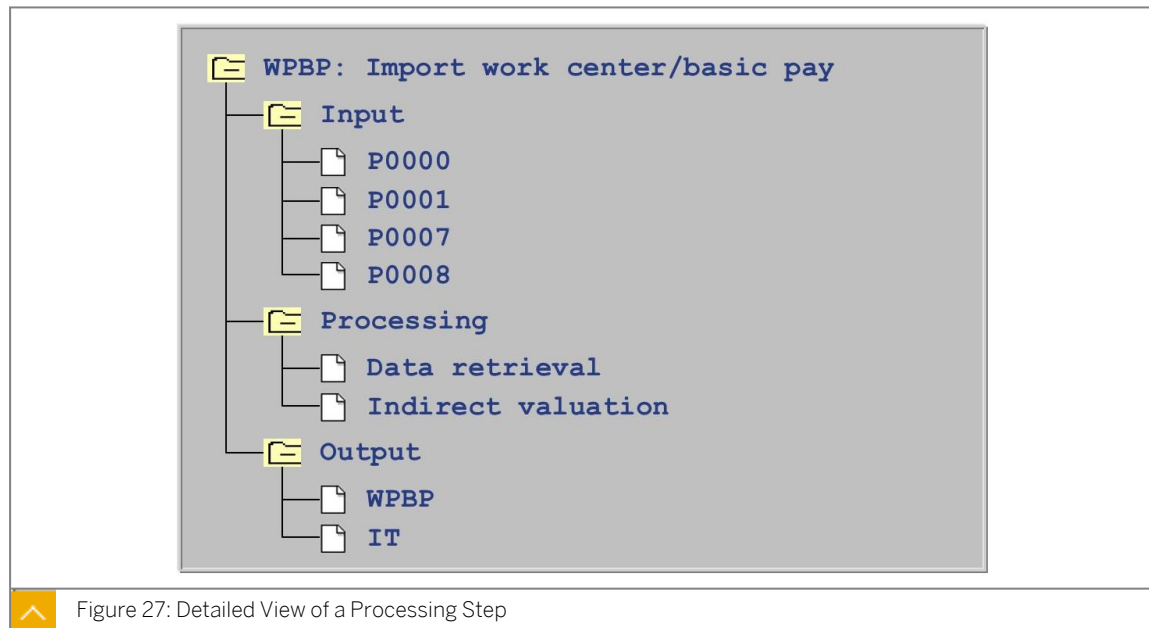


Figure 26: Payroll Log

You can choose to display the payroll log after the payroll run by selecting the *Display log* checkbox. In the payroll log, the payroll results are displayed in a tree structure, which makes it easier for you to analyze and get an overview of the payroll results.

The payroll log presents the table of contents in the form of a tree structure. You can use the nodes within the tree structure to access the required information. In addition, you can use the headers within the tree structure for help with troubleshooting and navigation within the log. You can also expand or collapse individual nodes within the tree structure as per your requirements.

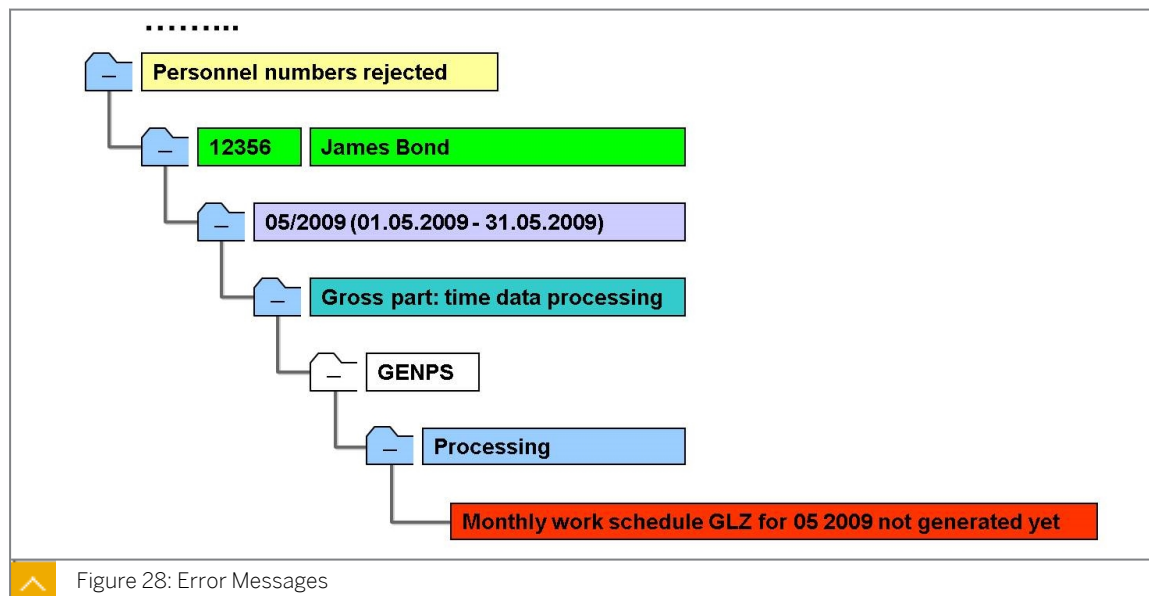
Detailed View of a Processing Step



If you display a detailed view of a processing step, you can choose between input data, data processing, and output data within the log.

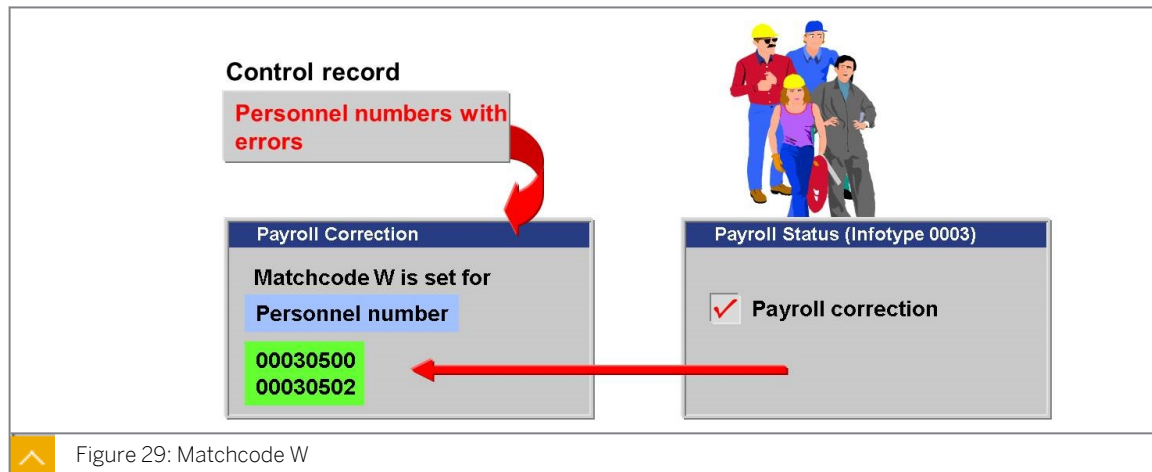
You can save your own personnel settings for the log tree and list as a variant.

Error Messages in the Log



If an error occurs when a personnel number is processed, the log is expanded at the appropriate place and the error message is displayed (for example, "Division by zero not performed"). This indicates that the *Basic Pay* infotype 0008 does not exist.

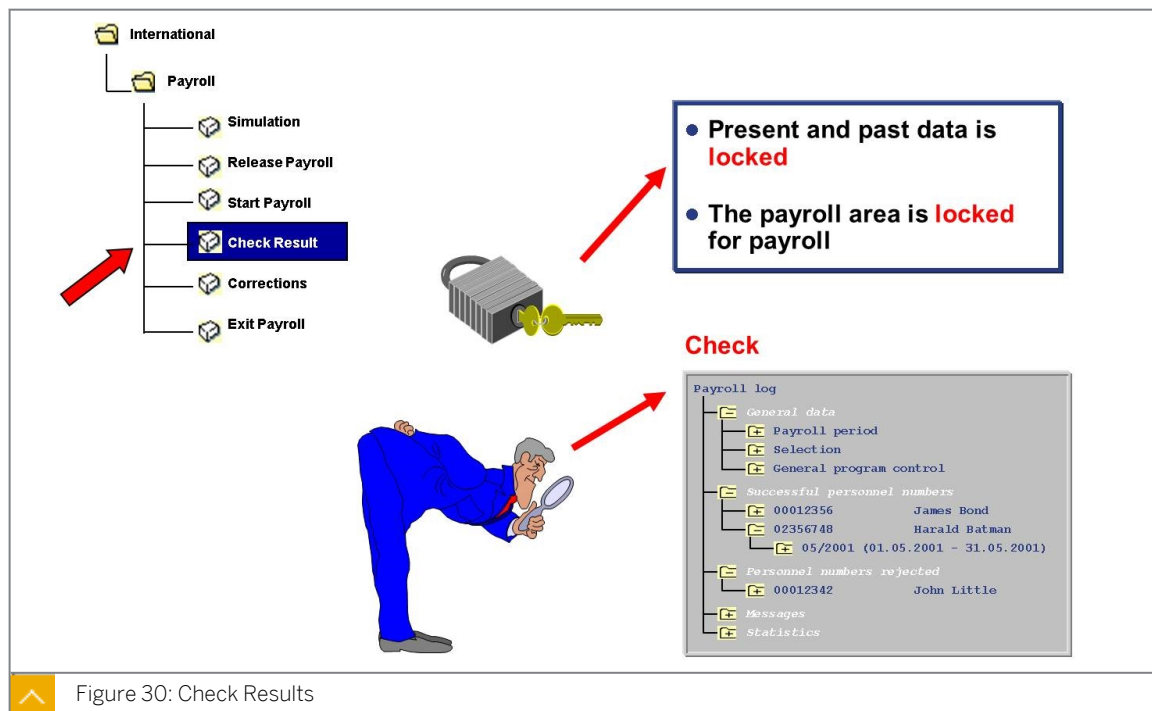
Matchcode W



Matchcode W provides a list of all personnel numbers in the selected payroll area that have been rejected by the payroll run due to incorrect data. This means that the payroll has not run successfully for them.

Personnel numbers are also included in *Matchcode W* if personnel data has been changed in the correction phase of the payroll run.

Check Results



You can execute the *Check Result* function to ensure that changes are not made to payroll data if they affect the payroll past or present. This function also locks the corresponding payroll accounting area to prevent you from including it in a payroll run. This function enables you to check the payroll results.

The *Check Result* function is optional and is not used in many cases. You can reset this function by choosing *Release Payroll*.

Corrections

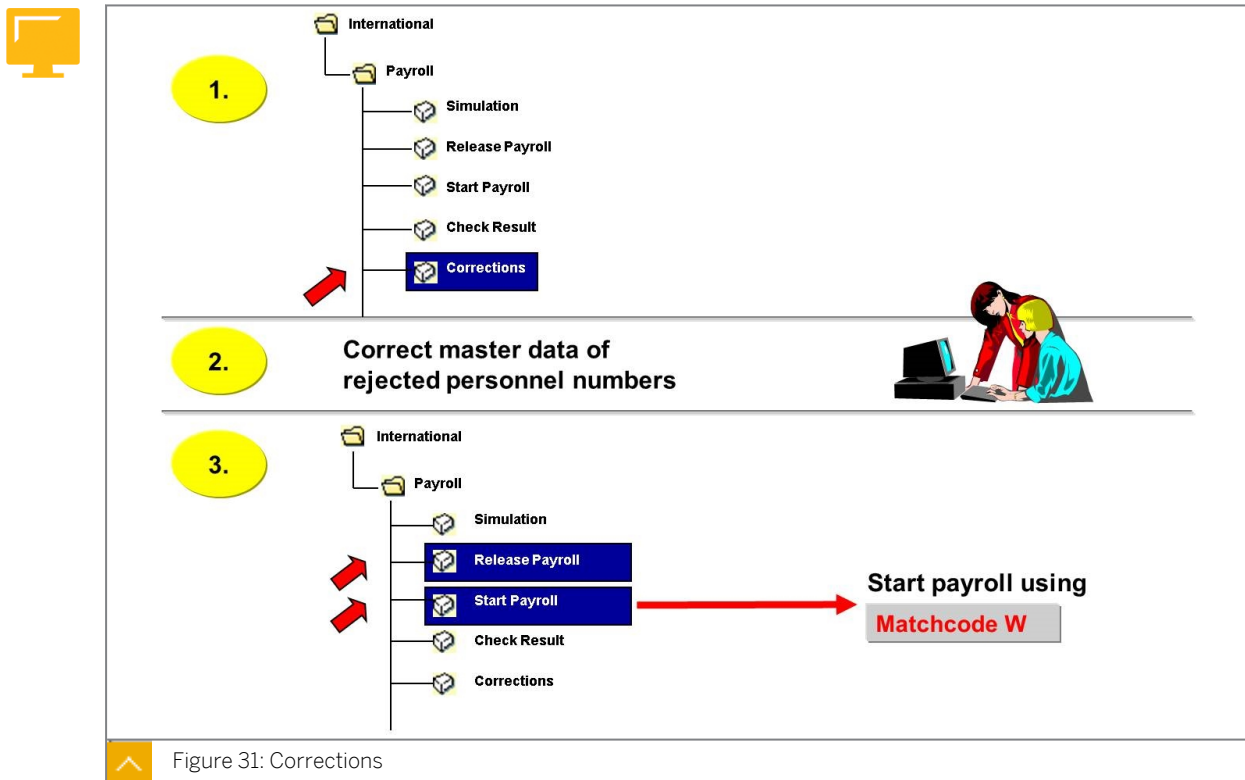


Figure 31: Corrections

If you choose *Corrections*, the infotype records assigned to the selected payroll area are released for correction. Choose this function to change infotype data if personnel numbers are rejected during the payroll run.

You can perform up to 99 correction runs.

After correcting the data, you must release the payroll. This locks the personnel records again. The last payroll period is not increased.

You then choose *Start Payroll* to run payroll again for all the personnel numbers included in *Matchcode W* (that is, personnel numbers for which the master data was changed). Choose search helps, and choose *W* (Payroll correction run). The *Restrict Value Range* dialog box appears. To restrict the value range, you can enter one single personnel number or an interval range of personnel numbers. The system only selects personnel numbers that lie within this range from *Matchcode W*. If you do not want to restrict the value range, the system selects all the personnel numbers from *Matchcode W* to be included in the payroll.

Exit Payroll

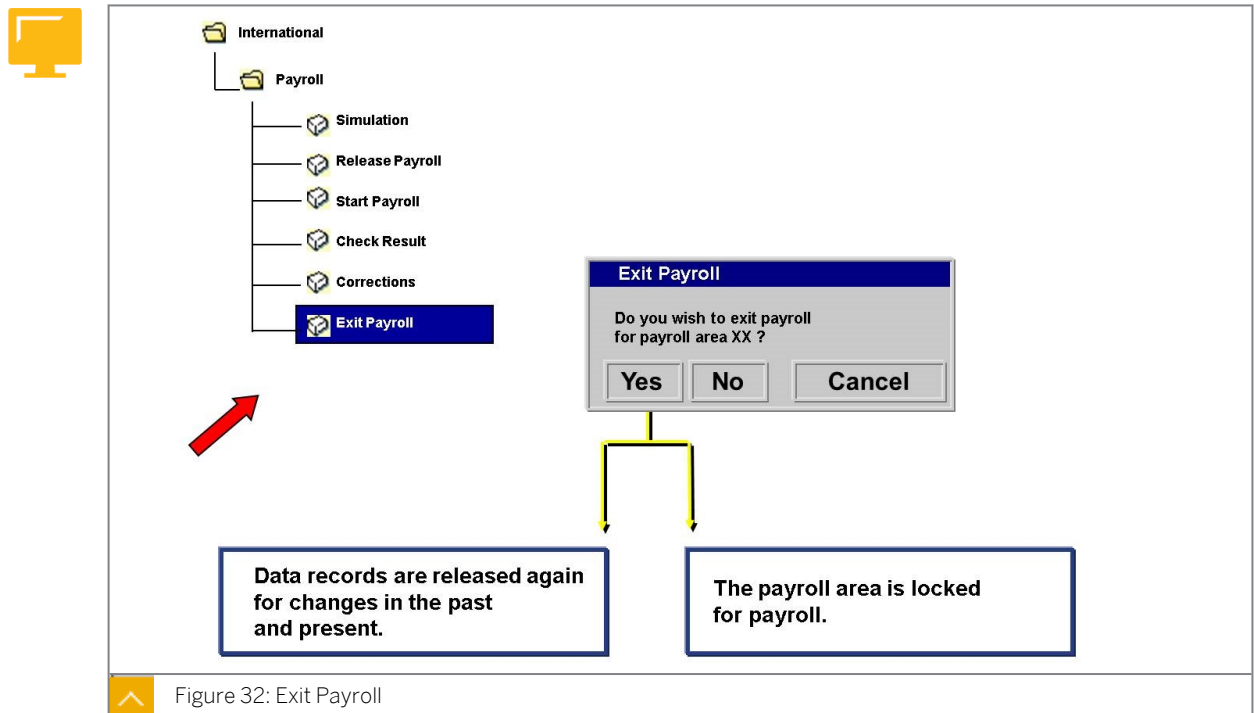


Figure 32: Exit Payroll

The *Exit Payroll* function enables you to re-release infotypes so that they can be maintained for the payroll past and present. The payroll area is then locked for the start of the payroll run.

You cannot exit the payroll until the payroll has run successfully for all the personnel numbers assigned to the payroll area (*Matchcode W* is empty). If you try to exit the payroll while rejected personnel numbers still exist, the system displays an error message.

After exiting payroll, you can change data for the period in question by performing retroactive accounting in a subsequent period.

Troubleshooting

Examples of problems that can occur during a payroll run:

- Delayed time recording sheets
- Retroactive employee transfer
- Change in the payroll area
- Missing *Basic Pay* infotype error
- *Planned Working Time* infotype error
- Payroll administration error
- Partial period factoring

Delayed Time Recording Sheets



Figure 33: Delayed Time Recording Sheets

A problem can occur when time recording sheets arrive in the Payroll department after the payroll has been run for the payroll period, but before being set to *Exit Payroll*.

If there is a delay in the arrival of a time recording sheet, perform the following steps:

1. Release the payroll run for corrections.
2. Enter the time data in the system.
3. Release the payroll again.
4. Run payroll using *Matchcode W*.
5. Check the results.

Retroactive Employee Transfer



Change 06.01.

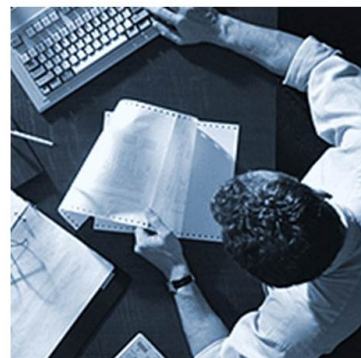


Figure 34: Retroactive Employee Transfer

A scenario such as this can arise when, for example, the Personnel department enters a number of employee transfers that came into force in June, after the payroll has been completed for that month, and new hires have been entered for July.

In case of employee transfers and new hires, perform the following steps:

1. Enter the changes in the master data for the month of June.
2. Run payroll for July, as normal.
3. The changes will be recognized by the system automatically within retroactive accounting and paid with the July payroll run.



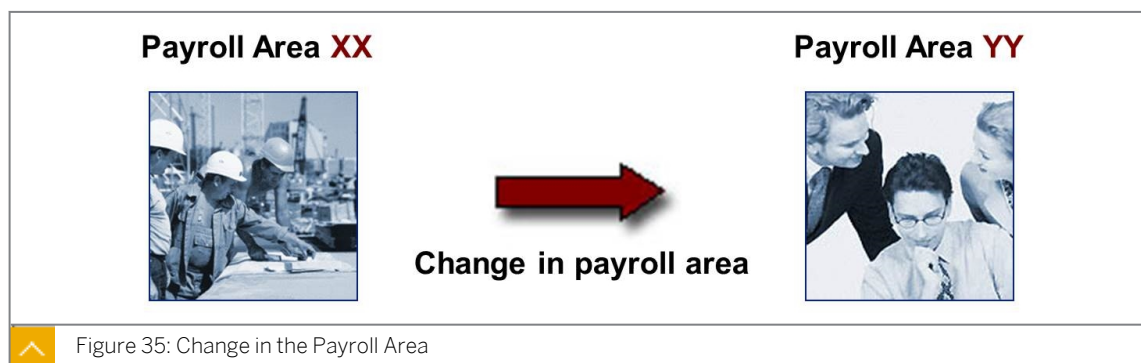
Note:

Within the SAP system, personal data and many table entries are given start and end dates. This is necessary for calculations involving exact dates, and also for performing retroactive accounting in previous periods.

You have completed the payroll run for the current period. When you make changes to payment-related data in the payroll past, you receive a notification that you are changing data in the payroll past and that this will trigger retroactive accounting. This means that payroll must be run for this period again with the current values. This is known as retroactive accounting.

All of the periods for which you have completed and exited payroll constitute the payroll past. If you maintain an infotype that is relevant to retroactive accounting, the *Earliest MD Change* field in the *Payroll Status* infotype (0003) is set to the start date of the changed infotype record. This ensures that retroactive accounting is automatically triggered up to this retroactive accounting date when the next payroll run is performed.

Change in the Payroll Area



In some countries, such as Germany, the payroll area is restricted and, therefore, can only be changed at the end of a payroll period. If an employee transfers to a different subgroup during a payroll period, for example, from industrial to salaried employee, and a new payroll area is created, the payroll area cannot be changed immediately.

The system changes the payroll period automatically. You must maintain the DFINF feature to re-import the ABKRS feature when the *Organizational Assignment* record is copied and the payroll area is not copied from the previous record. The DFINF feature controls the determination of field values for certain infotypes. The ABKRS feature determines the default value for the payroll area.

If an employee changes payroll area on July 15, but a change of payroll area is not permitted until August 1, you can save the *Organizational Assignment* infotype containing the change in employee subgroup. The system then creates a new record containing the change in payroll area that is valid from August 1.

Missing Basic Pay Infotype Error



Leaving personnel action delimits the *Basic Pay* infotype: Problem!!!



Figure 36: Error Due to Missing Basic Pay Infotype

If an employee leaves an organization, the *Basic Pay* infotype must not be delimited. The basic payroll data must remain in the system. This is the only way of guaranteeing a correct retroactive accounting run, if one is needed.

If a leaving personnel action delimits the *Basic Pay* infotype, you can reset the end date of the *Basic Pay* infotype to 12.31.9999.

Planned Working Time Infotype Error



Planned Working Time (Infotype 0007)

Infotype Edit Goto Extras

Work schedule **FL**

Work schedule rule **FL**

Time Mgmt status **FL**

☐ Part-time employee

Wk	MO	TU	WE	TH	FR	SA	SU
01					01	02	03
					Flex B	Off	Off
04	05	06	07	08	09	10	
Flex	Flex	Flex	Flex	Flex B	Off	Off	
11	12	13	14	15	16	17	
Flex	Flex	Flex	Flex	Flex B	Off	Off	
18	19	20	21	22	23	24	
Flex	Flex	Flex	Flex	Flex B	Off	Off	
25	26	27	28	29	30	31	
Flex	Flex	Flex	Flex	Flex B	Off	Off	

Working time **100.00**

Employment percent **7.20**

Daily working hours **36.00**

Weekly working hours **156.48**

Monthly working hours **1879.20**

Annual working hours **1879.20**

Weekly work days **5.00**

**Monthly work schedules not generated
Previous or subsequent period not generated**



Figure 37: Error in Planned Working Time Infotype (0007)

You can access an employee's working times, which are stored in the system for each month, by generating monthly work schedules.

Before you can run payroll for a period, you must generate the monthly work schedule in the system. A previous and subsequent period of a monthly work schedule must exist for each period to be included in the payroll run. Payroll will not be run for an employee for whom the work schedule does not exist.

Payroll Administration Error

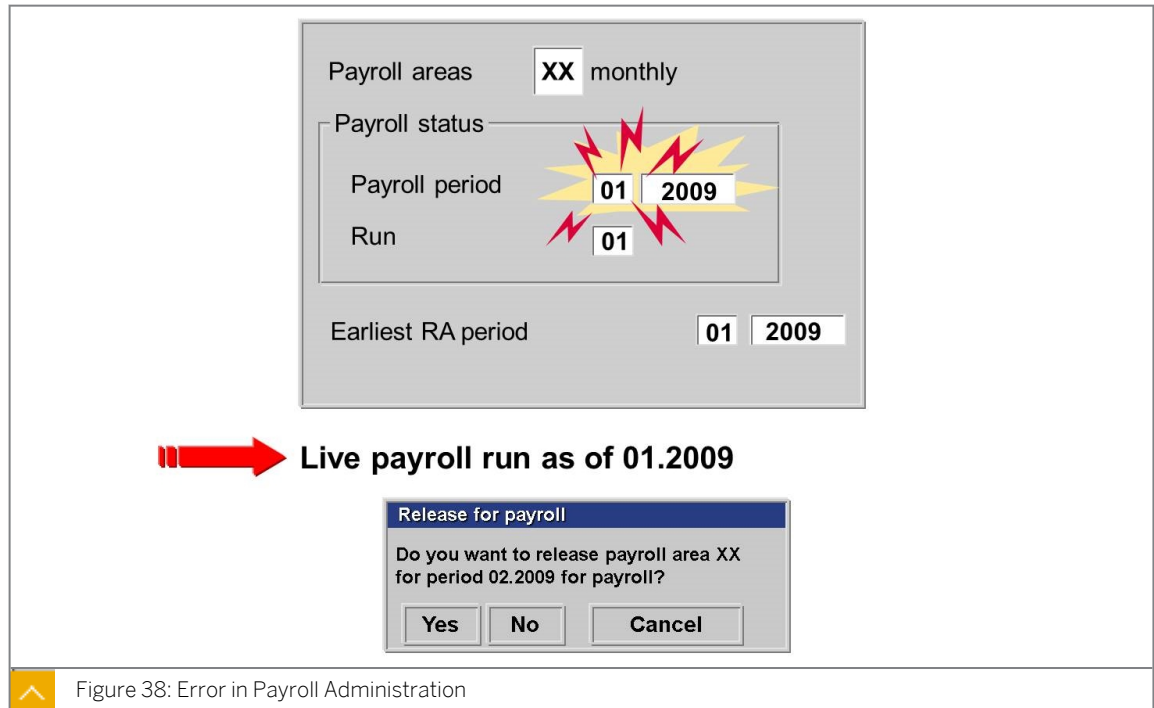


Figure 38: Error in Payroll Administration

If you want to go live with the SAP payroll system in January 2014 (period 01.2014 for a monthly payroll area), the payroll control record for the corresponding payroll area must be created in the system for 12.2013.

If the control record is incorrectly set to 01.2014, the system changes the payroll period to 02.2014 when the payroll is released. In this case, you cannot run payroll for the period 01.2014.

If a control record is set incorrectly, delete the old control record and create a new one.

Partial Period Factoring

Factoring refers to the proportional calculation of periodical remuneration. Periodical remuneration comprises the wage types that an employee receives as basic pay, recurring payments, and additional payments, if required.

The following scenarios can result in factoring:

Change in basic pay

- An employee joins your enterprise, but not on the first day of a period.
- An employee receives a pay raise in the middle of a period.
- An employee leaves your enterprise, but not on the last day of a period.
- An employee has unpaid leave.

Organizational assignment

- An employee moves to another department, and is therefore, assigned to another cost center. You want the cost centers involved to be debited for the correct periods.

Reduction in recurring payments or additional payments

- An employee receives a transportation allowance and has a three-week vacation. The transportation allowance is only paid for the period during which the employee travels to work.

During a payroll run, changes in the following infotypes are evaluated for factoring:

- *Actions* (0000)
- *Organizational Assignment* (0001)
- *Planned Working Time* (0007)
- *Basic Pay* (0008)
- *Recurring Payments/Deductions* (0014)
- *Additional Payments* (0015)
- *Absences* (2001)

If a situation arises where factoring is necessary, the current partial period factor is calculated and multiplied by the assigned wage type.

Reductions are triggered, for example, by unpaid leave during a payroll period.



LESSON SUMMARY

You should now be able to:

- Process payroll runs for employees
- Process a retroactive payment to correct a payroll error

Learning Assessment

1. The steps involved in running a payroll process are (1) Start Payroll, (2) Release Payroll, (3) Exit Payroll, (4) Check Result, and (5) Corrections. Identify the correct sequence.

Choose the correct answer.

- ☐ A (1), (2), (5), (4), (3)
- ☐ B (2), (4), (2), (1), (3)
- ☐ C (4), (1), (2), (3), (5)
- ☐ D (2), (1), (4), (5), (3)

2. After the payroll process has started, changes that affect the payroll past and present are permitted.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

3. You can view the results of a simulation run in the payroll log.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

4. The _____ function must be executed before starting a payroll run.

Choose the correct answer.

- ☐ A Check Result
- ☐ B Corrections
- ☐ C Simulation
- ☐ D Release Payroll

5. You can exit a payroll even if Matchcode W is not empty.

Determine whether this statement is true or false.

☐ True

☐ False

6. After an employee leaves an organization, the Basic Pay infotype is deleted.

Determine whether this statement is true or false.

☐ True

☐ False

Learning Assessment - Answers

1. The steps involved in running a payroll process are (1) Start Payroll, (2) Release Payroll, (3) Exit Payroll, (4) Check Result, and (5) Corrections. Identify the correct sequence.

Choose the correct answer.

- ☐ A (1), (2), (5), (4), (3)
- ☐ B (2), (4), (2), (1), (3)
- ☐ C (4), (1), (2), (3), (5)
- ☒ D (2), (1), (4), (5), (3)

2. After the payroll process has started, changes that affect the payroll past and present are permitted.

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- ☒ False

3. You can view the results of a simulation run in the payroll log.

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- ☐ False

4. The _____ function must be executed before starting a payroll run.

Choose the correct answer.

- ☐ A Check Result
- ☐ B Corrections
- ☐ C Simulation
- ☒ D Release Payroll

5. You can exit a payroll even if Matchcode W is not empty.

Determine whether this statement is true or false.

☐ True

☒ False

6. After an employee leaves an organization, the Basic Pay infotype is deleted.

Determine whether this statement is true or false.

☐ True

☒ False

UNIT 5

Payroll Reports

Lesson 1

Reporting on Payroll	69
----------------------	----

Lesson 2

Generating Remuneration Statements	71
------------------------------------	----

Lesson 3

Analyzing Payroll Results	73
---------------------------	----

Lesson 4

Analyzing Wage Types	75
----------------------	----

Lesson 5

Creating a Payroll Analysis Report	77
------------------------------------	----

UNIT OBJECTIVES

- Confirm payroll results by reviewing the results tables
- Provide employees with detailed information about payroll calculations
- Generate payroll reporting and facilitate pay period analysis
- Review payroll results by running the payroll journal
- Analyze the use of wage types processed during payroll processing
- Outline Ad Hoc Query functionality

Reporting on Payroll

LESSON OVERVIEW

This lesson explains how to display payroll results.

Business Example

After a payroll run, you need to display the payroll results. For this reason, you require the following knowledge:

- An understanding of the types of views available for displaying payroll results
- An understanding of the method of displaying payroll results

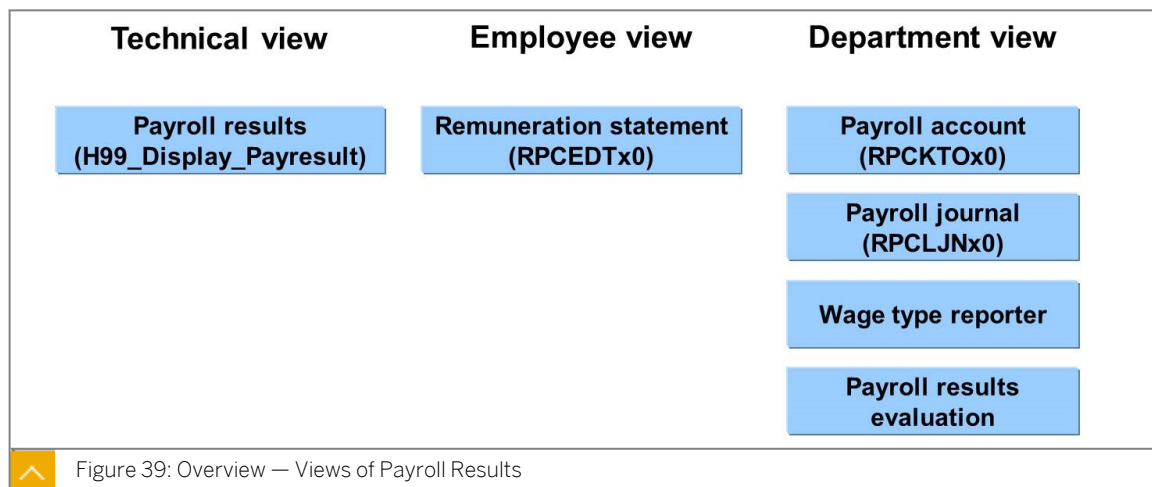


LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Confirm payroll results by reviewing the results tables

Payroll Results



After a payroll run, you can view the payroll results in different views.

Views allowed by the payroll system:

- Technical
In this view, you can generate an international report that displays payroll results.
- Employee
In this view, the RPCEDTx0 program enables you to generate employee remuneration statements.

- Department

In this view, various programs are available that provide different views of payroll data.

International Report

An international report enables you to display the payroll results for a specific country. The country to which the international report belongs is indicated by the suffix at the end of the report name.

An international report provides the following features:

- It enables you to display the content of all the tables and field lists for any payroll cluster.
- It enables you to display and then temporarily save the selection of tables so that the time required to call the tables is reduced.
- It enables you to display archived payroll results.

To display or maintain HR master data, choose *Goto → HR Master Data → Display/Maintain* .
To include loan wage types in the display, choose *Tables → Loans → Display* .



Note:

For Release 4.6C and above, an international report replaces the country-specific report *RPCLSTRX* .



LESSON SUMMARY

You should now be able to:

- Confirm payroll results by reviewing the results tables

Generating Remuneration Statements

LESSON OVERVIEW

This lesson explains how to generate a remuneration statement.

Business Example

Employees can view payments and deductions from their salary in their remuneration statements. After every payroll run, you need to generate remuneration statements for your employees. For this reason, you require the following knowledge:

- An understanding of how to generate a remuneration statement



LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Provide employees with detailed information about payroll calculations

Remuneration Statement

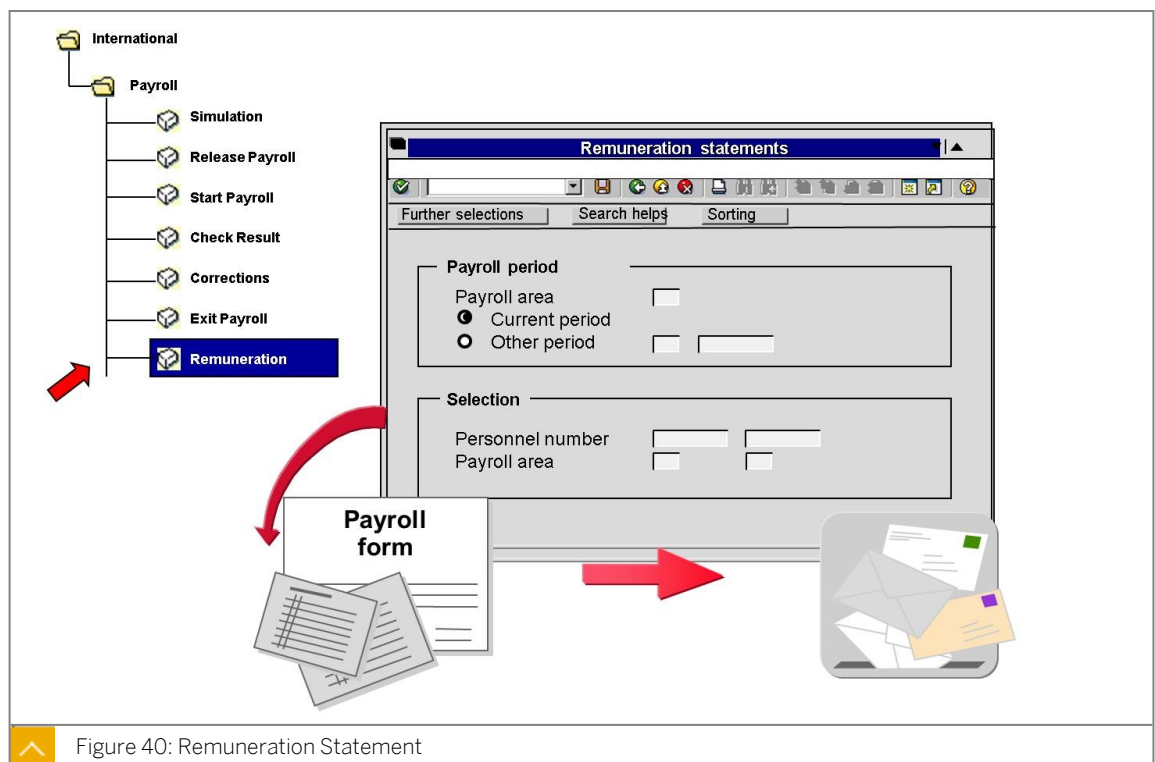


Figure 40: Remuneration Statement

A remuneration statement contains a list of payments and deductions effected during a payroll run for an employee.

The remuneration statement is usually created after the payroll run, but before payment is effected. If you perform more than one payroll run in a specific period, you can create remuneration statements after each payroll run. If corrections are made, the original documents are overwritten.

Customizing enables you to determine the format, structure, and content of the forms you want to use. The SAP system also enables you to create personal or general notifications for your employees that are printed on the remuneration statement as additional information. The notifications can be standard texts, such as general information from management or birthday greetings.



Note:

You can enter any additional information in the *Notifications* infotype (0128).



LESSON SUMMARY

You should now be able to:

- Provide employees with detailed information about payroll calculations

Analyzing Payroll Results

LESSON OVERVIEW

This lesson explains how to generate a payroll account and a payroll journal.

Business Example

To view payroll results at a department level, you need to generate a payroll account and a payroll journal. For this reason, you require the following knowledge:

- An understanding of payroll accounts and how to generate them
- An understanding of payroll journals and how to generate them



LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Generate payroll reporting and facilitate pay period analysis
- Review payroll results by running the payroll journal

Payroll Account

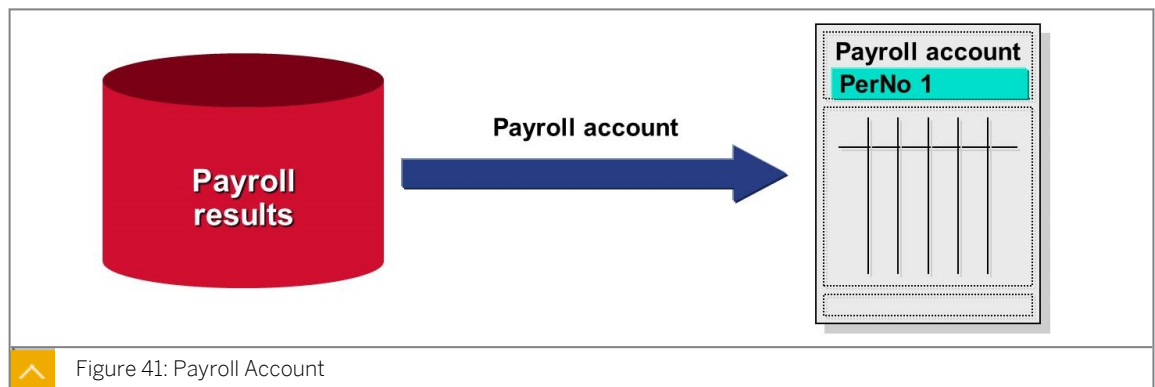


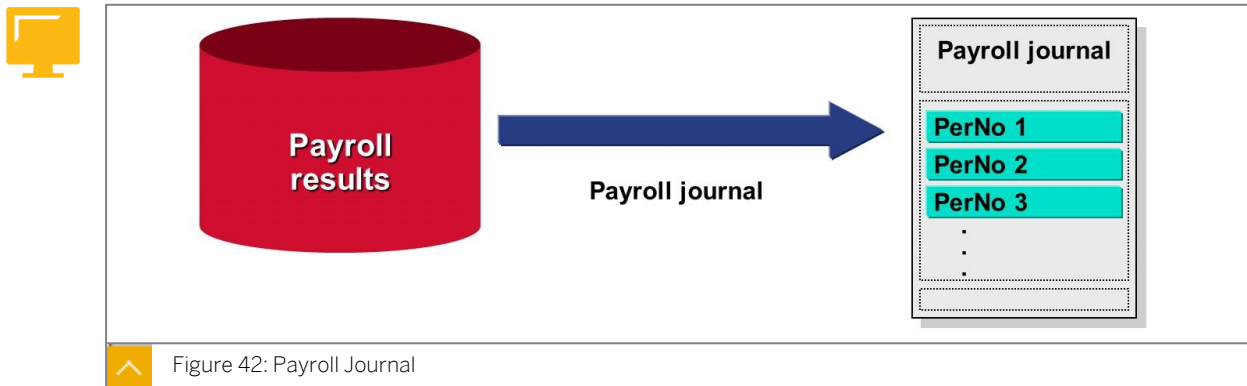
Figure 41: Payroll Account

You can generate a payroll account to view the payroll results generated for employees in a department.

A payroll account contains tables of payroll data for one or more employees for one or more periods. The payroll account is created on the basis of existing payroll results. This means that you can create the payroll account at any time, whenever required. A payroll account is usually created at the end of the year. However, it is also possible to create a payroll account for each payroll period.

The report used to create payroll accounts enables you to view detailed information about payroll results and to access a remuneration statement directly from the payroll account display screen. By double-clicking the payroll results for a period, you can access the corresponding remuneration statement.

Payroll Journal



You can generate a payroll journal to view the payroll data for several employees for a specific period. A payroll journal is usually created at the end of a period.



LESSON SUMMARY

You should now be able to:

- Generate payroll reporting and facilitate pay period analysis
- Review payroll results by running the payroll journal

Analyzing Wage Types

LESSON OVERVIEW

This lesson explains how to use the wage type reporter to execute reports for wage type evaluations.

Business Example

You need to execute various reports for wage type evaluations during payroll processing. For this reason, you require the following knowledge:

- An understanding of how to use the wage type reporter to execute various reports for wage type evaluations

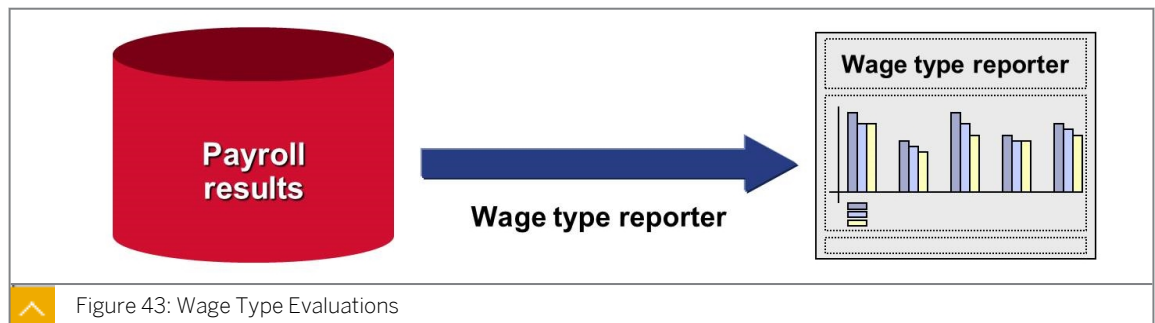


LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Analyze the use of wage types processed during payroll processing

Wage Types



The wage type reporter is a tool that you can use to evaluate wage types. Using this tool, you can display various wage types for a specific period with in-period or for-period views. The evaluation can be formatted using the list viewer and exported to an Excel file.

In the future, the wage type reporter will replace the wage type statement and the wage type distribution tools.



LESSON SUMMARY

You should now be able to:

- Analyze the use of wage types processed during payroll processing

Creating a Payroll Analysis Report

LESSON OVERVIEW

This lesson explains how to use the Ad Hoc Query tool.

Business Example

You need to evaluate the payroll results in your company. For this reason, you require the following knowledge:

- An understanding of the Ad Hoc Query tool



LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Outline Ad Hoc Query functionality

Ad Hoc Query

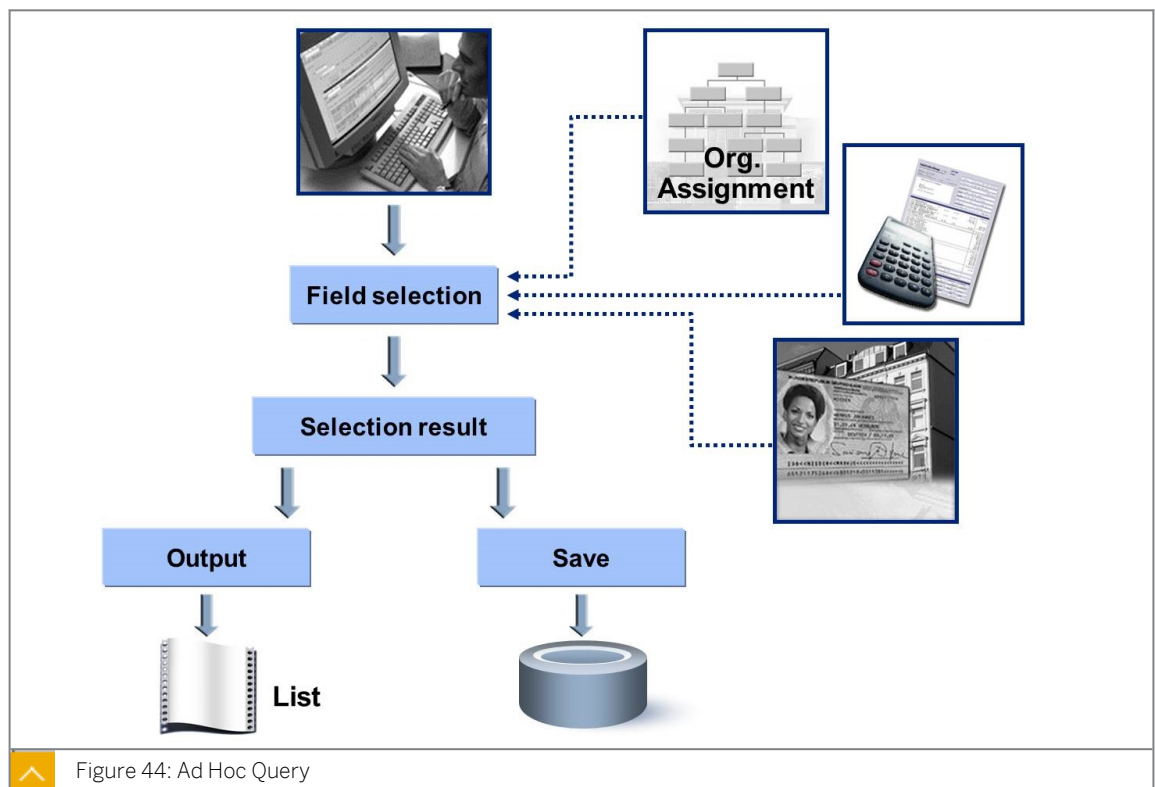
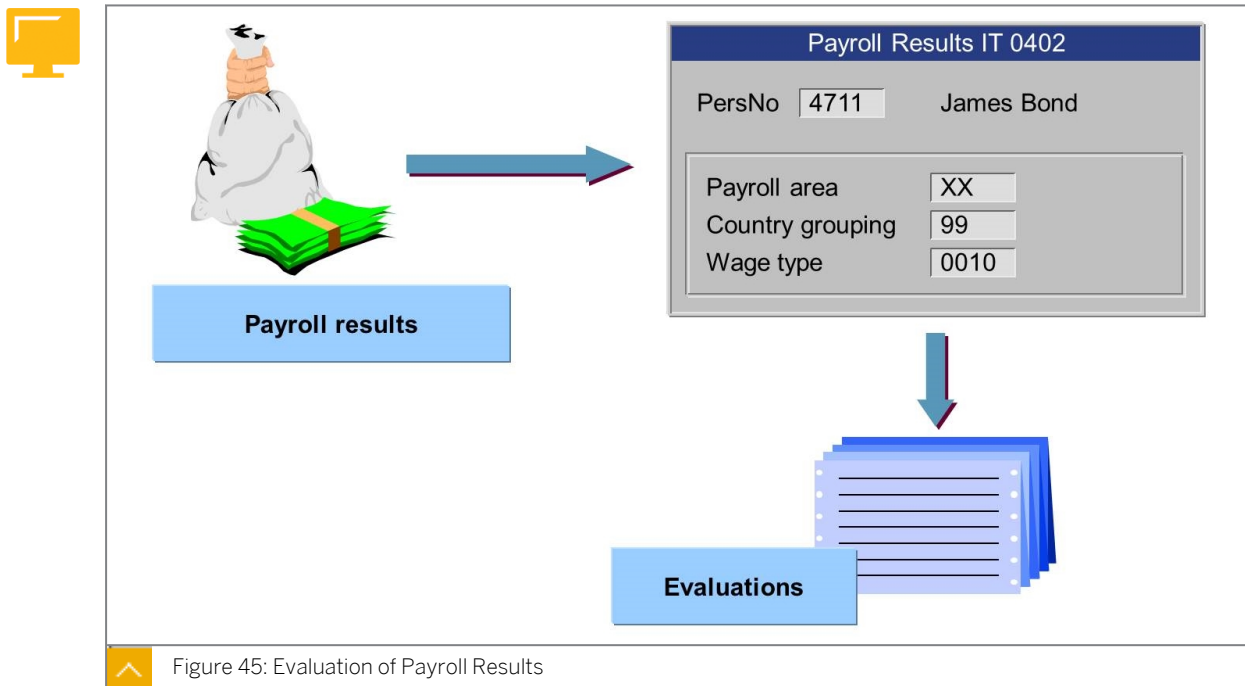


Figure 44: Ad Hoc Query

The Ad Hoc Query tool is an HR reporting tool that you can use to perform simple evaluations for selected payroll results. Using this tool, you can choose selection and output fields and access data from all areas within Human Resources.

By configuring an infotype in Customizing, you can access payroll results for employees.

Payroll Results Infotype



The *Payroll Results* infotype has four fixed fields: *Payroll area*, *Country grouping*, *Currency*, and *For-period*. You can use Customizing to define all the other fields.

The Ad Hoc Query tool can be used for both master data and recruitment.



LESSON SUMMARY

You should now be able to:

- Outline Ad Hoc Query functionality

Learning Assessment

1. In which of the following views can you display a remuneration statement?

Choose the correct answer.

- ☐ A Technical
- ☐ B Employee
- ☐ C Organizational
- ☐ D Department

2. You can view results for one or more employees in the Department view.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

3. An international report enables you to permanently save the selection of tables to be displayed.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

4. A remuneration statement is generated before every payroll run.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

5. _____ enables you to determine the format, structure, and content of the forms you need to use for a remuneration statement.

Choose the correct answer.

- ☐ A Controlling
- ☐ B Organizational Management
- ☐ C Personnel Management
- ☐ D Customizing

6. A remuneration statement contains a clear list of payments and deductions effected during a payroll run for an employee.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

7. A _____ is usually created at the end of a payroll period.

Choose the correct answer.

- ☐ A payroll account
- ☐ B payroll journal
- ☐ C payroll form
- ☐ D remuneration statement

8. A _____ contains tables of payroll data for one or more employees for one or more periods.

Choose the correct answer.

- ☐ A payroll account
- ☐ B payroll remuneration statement
- ☐ C payroll journal
- ☐ D payroll form

9. A payroll account is created on the basis of existing payroll results.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

10. You can display wage types for a specific period with in-period or for-period views.

Determine whether this statement is true or false.

☐ True

☐ False

11. The Ad Hoc Query tool is used to perform simple evaluations for selected payroll results.

Determine whether this statement is true or false.

☐ True

☐ False

Learning Assessment - Answers

1. In which of the following views can you display a remuneration statement?

Choose the correct answer.

- ☐ A Technical
- ☒ B Employee
- ☐ C Organizational
- ☐ D Department

2. You can view results for one or more employees in the Department view.

Determine whether this statement is true or false.

- ☒ True
- ☐ False

3. An international report enables you to permanently save the selection of tables to be displayed.

Determine whether this statement is true or false.

- ☐ True
- ☒ False

4. A remuneration statement is generated before every payroll run.

Determine whether this statement is true or false.

- ☐ True
- ☒ False

5. _____ enables you to determine the format, structure, and content of the forms you need to use for a remuneration statement.

Choose the correct answer.

- ☐ A Controlling
- ☐ B Organizational Management
- ☐ C Personnel Management
- ☒ D Customizing

6. A remuneration statement contains a clear list of payments and deductions effected during a payroll run for an employee.

Determine whether this statement is true or false.

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- ☐ C payroll form
- ☐ D remuneration statement

8. A _____ contains tables of payroll data for one or more employees for one or more periods.

Choose the correct answer.

- ☒ A payroll account
- ☐ B payroll remuneration statement
- ☐ C payroll journal
- ☐ D payroll form

9. A payroll account is created on the basis of existing payroll results.

Determine whether this statement is true or false.

☒ True

☐ False

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Determine whether this statement is true or false.

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☐ False

11. The Ad Hoc Query tool is used to perform simple evaluations for selected payroll results.

Determine whether this statement is true or false.

☒ True

☐ False

UNIT 6

Post Payroll Results

Lesson 1

Outlining the Payroll Posting Process

87

Lesson 2

Verifying a Posting Run

93

Lesson 3

Updating a Live Posting Run

99

Lesson 4

Verifying Payroll Posting Documents

101

UNIT OBJECTIVES

- Outline the process of posting payroll results to Financial Accounting
- Set up a posting run in preparation for payroll postings
- Check documents to be posted to Financial Accounting (FI) to ensure accuracy
- Post payroll results to FI and Controlling
- Verify the posting of payroll documents to FI

Outlining the Payroll Posting Process

LESSON OVERVIEW

This lesson introduces you to a posting run.

Business Example

You need to post payroll results to Financial Accounting (FI). For this reason, you require the following knowledge:

- An understanding of the posting environment
- An understanding of a posting run

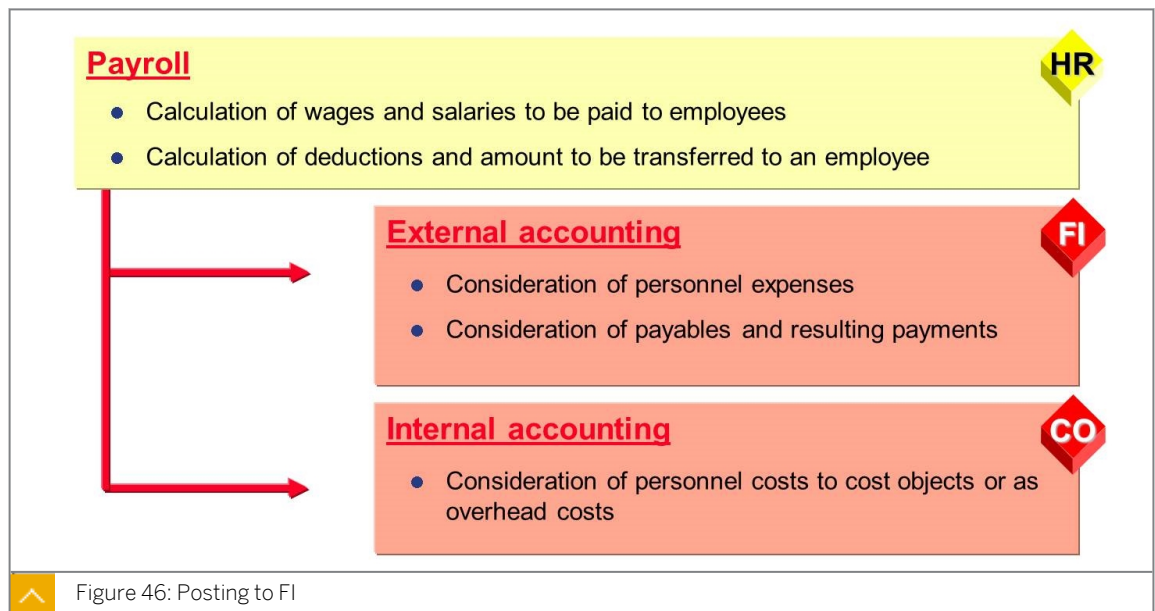


LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Outline the process of posting payroll results to Financial Accounting
- Set up a posting run in preparation for payroll postings

Payroll Posting



You use posting runs to group FI-relevant payroll results into documents and post these documents to various FI components. Payroll includes the calculation of wages and salaries paid to employees and deduction calculations.

You need to post payroll results to FI after a payroll run. Posting of payroll results needs to be done once for each payroll period. When the payroll results have been posted to FI, all posting

information is selected from the payroll results, summarized, formatted, and posted to the integrated FI component.

The FI department is interested in the flow of payments including personnel expenses, payables, and resulting payments. The payments are posted according to the type or identity of the payee and the due date of the payment. FI also provides an overview of resource allocation within the enterprise.

The cost accounting department is interested in the classification of costs according to the type (cost center = general ledger [G/L] account) and the assignment to cost centers or other account assignment objects (additional account assignment). These costs include the allocation of personnel costs to cost objects or as overhead costs.

Posting information is stored in master data using a series of different infotypes.

You can store a different cost center for a different account assignment in the *Recurring Payments and Deductions*, *Additional Payments*, and *Remuneration Statements* infotypes.

Posting Information in the Payroll Results



Expenses				Payables			
MA10	Standard salary	1	3000	/559	Transfer	4	2600
MA20	Bonus	2	300	/260	Tax	5	350
MM00	Overtime	3	200	/261	EE SI contrib.	6	550
/3..	ER SI contrib.	7	550	/3..	ER SI contrib.	8	550

Figure 47: Posting Information in the Payroll Results

Posting information in the payroll results shows expenses and payables.

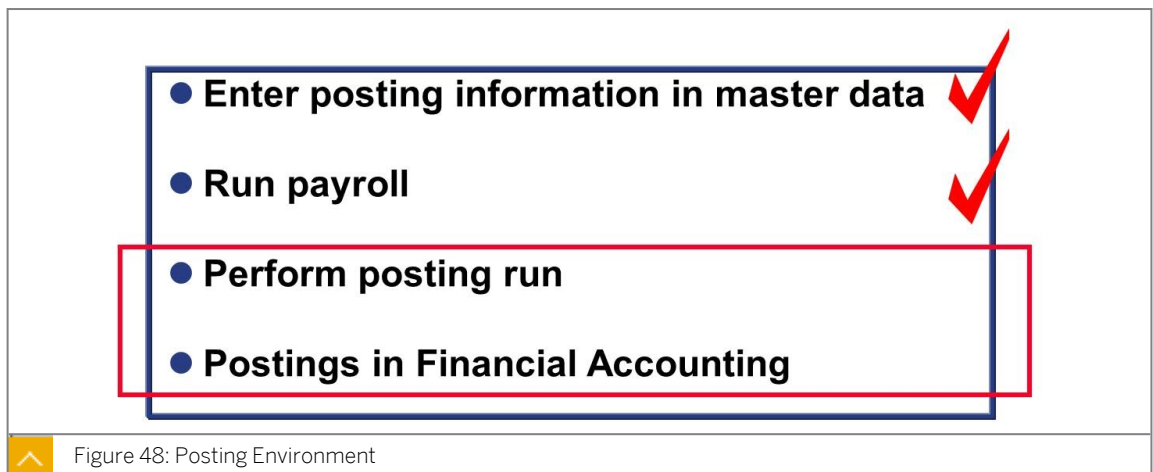
Wage Types

The following table lists some of the wage types in an employee's payroll result that are relevant to FI:

Wage Type	Description
<ul style="list-style-type: none"> Standard salary Bonuses Overtime 	<ul style="list-style-type: none"> Expenses for the enterprise Posted to a corresponding expense account

Wage Type	Description
<ul style="list-style-type: none"> • Bank transfer • Transfer of capital formation savings payment • Employment tax • Employee's contribution to social insurance 	<ul style="list-style-type: none"> • The employer's payables to the employee, tax office, and so on • Posted as credits to a corresponding payables account
<ul style="list-style-type: none"> • Employer's health insurance contribution 	<ul style="list-style-type: none"> • An expense for the enterprise and, at the same time, a payable to the social insurance agency • Posted to two accounts – one debited as an expense and one credited as a payable

Posting Environment



You can differentiate between posting wage types (for example, production wages, salaries, bank transfers, and so on) based on their cost assignments and cost center assignment information.

After the payroll run, you can post the results to FI. You complete the process by posting to FI and reworking in Cost Center Accounting (CCA).

Payroll Posting Runs

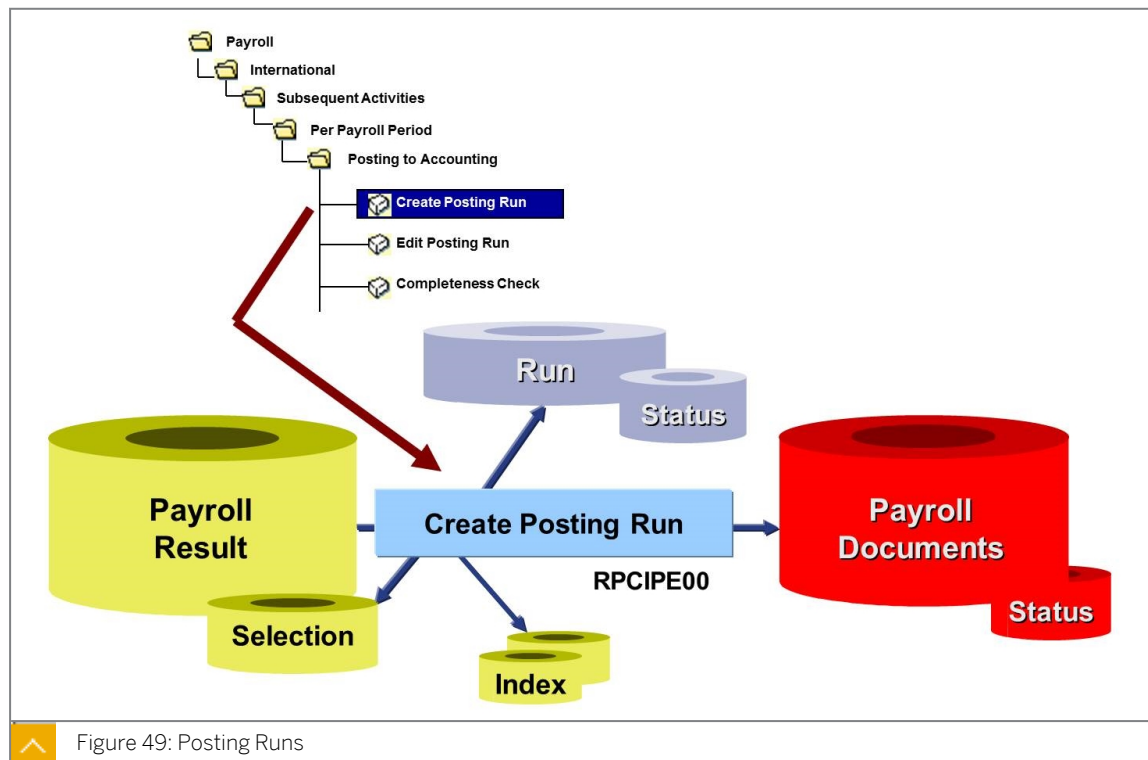


Figure 49: Posting Runs

A posting run can be performed in the following ways:

- A test run without documents (T)
- A simulation run with simulated documents (S)
- A productive run (P)

In a test run, the system checks whether the balance of expenses and payables is zero.

In a simulation run and a productive run, the system checks all HR and FI tables. Posting information in master data is validated against the FI table entries.

The *Create Posting Run* step evaluates payroll results in a live run and helps you perform the following tasks:

- Create a posting run.
- Create posting documents.
- Select the employees to be evaluated.

Creation of a Posting Run



Figure 50: Create Posting Run Screen

The sequence of evaluations for posting to FI should correspond to the sequence of payroll periods. It is usually sufficient to set the current period as the payroll period.

Alternatively, you can post individual personnel numbers. It is recommended that the entries here correspond to those for the corresponding payroll runs. The selection of personnel numbers for the posting run should be the same as the selection for the basic payroll run.

You can use the *Type of document creation* section to create a posting document for a live posting run. You can run a live posting run only once for each personnel number and for each payroll period. If you want to repeat a live posting run, you must first delete the existing run. However, you can simulate a posting run for the same personnel number in the same period whenever required.

You can use *Posting variant* to create posting variants in Customizing for posting payroll results to FI.

When you choose *Execute Run* for a productive run, the system performs the following steps:

1. Creates a posting run.
2. Evaluates the payroll results.
3. Creates payroll documents.
4. Flags the payroll results of the evaluated employees.
5. Generates index information.



LESSON SUMMARY

You should now be able to:

- Outline the process of posting payroll results to Financial Accounting
- Set up a posting run in preparation for payroll postings

Verifying a Posting Run

LESSON OVERVIEW

This lesson introduces you to the method of reviewing your posting document.

Business Example

You need to verify your posting run for accuracy. For this reason, you require the following knowledge:

- An understanding of how to analyze your posting run



LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Check documents to be posted to Financial Accounting (FI) to ensure accuracy

Payroll Posting Run Analysis



Posting Run		Statistic	
Posting Run Type	Doc. Creation	Messages	Personnel Numbers
PP	No Errors	4	4
Posting Run Number		Selected	0
		Evaluated	0
		Rejected	0
		Skipped	0

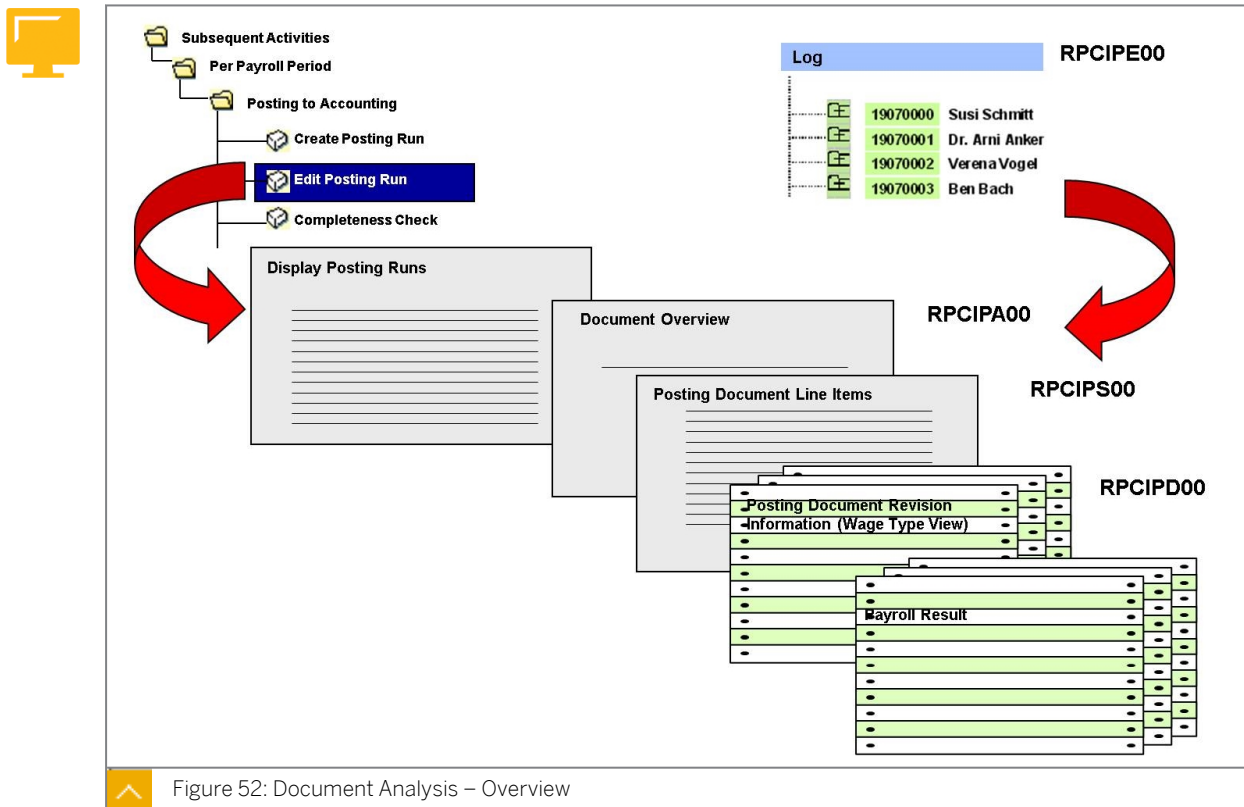
Evaluated Personnel Numbers	Messages	Characters	Wage Type	Number of	Amount	Currency
11099100 (Michael Schumacher)				0,00	0,00	EUR
11099200 (Ned Nottime)				0,00	0,00	EUR
60 02 2009				0,00	0,00	EUR
Expense account				0,00	2 728,00	EUR
SynAc 1100 - Wages and salaries				0,00	2 480,00	EUR
CCtr 4713				0,00	2 480,00	EUR
Wage Type		A	M020 Monthly salary	0,00	2 480,00	EUR
SynAc 1310 - ER Social Insurance C				0,00	248,00	EUR
CCtr 4713				0,00	248,00	EUR
Wage Type		A	/181 Social ins. ER int.	0,00	248,00	EUR
Balance sheet account				0,00	2 728,00	EUR
SynAc 2110 - Wages and salaries p				0,00	1 812,00	EUR
Wage Type		A	/559 Payment	0,00	1 812,00	EUR
SynAc 2210 - Social contributions to				0,00	486,00	EUR
Wage Type		A	/180 Social ins. EE int.	0,00	248,00	EUR
Wage Type		A	/181 Social ins. ER int.	0,00	248,00	EUR
SynAc 2220 - Taxes payable				0,00	620,00	EUR
Wage Type		A	/190 Taxes int.	0,00	620,00	EUR
11099600 (Ute Freizeit)				0,00	0,00	EUR
11099700 (Gerd Käufer)				0,00	0,00	EUR

Figure 51: Posting Run Log

You can use the posting run log to review the processed personnel numbers and statistics. You can also expand the tree to view further detailed information.

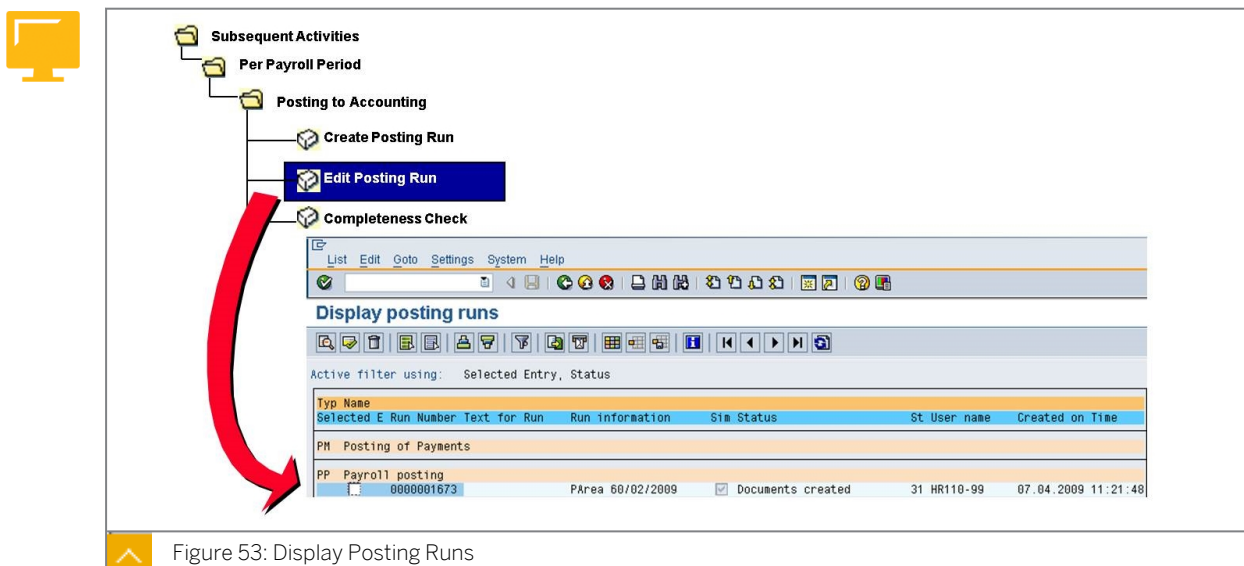
To access the document overview section, choose the *Document Overview* pushbutton or double-click the *Doc. Creation* line.

Document Analysis – Overview



To obtain an overview of the documents, call the *Posting Run Overview* screen by choosing *Edit Posting Run*. You can also double-click the documents creation line to view the details.

Documents for Posting



You can carry out the following activities for each posting run:

- Display the accompanying documents.
- Display an overview of the run status (including history).

- Execute posting (when all documents are released).
- Delete the posting run.

**Note:**

When you choose *Create Posting Run*, the run is created with a run number. This run is given the status *Documents created*.

You can check the following characteristics in a posting run:**Status:**

You can view the status of the posting run in the *Status* column on the *Display Posting Run* screen.

History:

You can view the posting run history by choosing *Goto* → *Run history*.

Attributes:

You can display the attributes of a posting run by choosing *Goto* → *Run attributes*.

Details:

You can view the details of a posting run by choosing *Goto* → *Details*.

The standard system displays only those posting runs that have been created and not yet posted. You can use a filter (choose *Edit* → *Filter*) to change the display criteria for the list of posting runs. For example, you can display all posting runs or posting runs that have been deleted.

Document Overview

You can display a list of posting documents by double-clicking a posting run.

For each posting document, you can perform the following activities:

- Display the document.
- Release the document.
- Display the posting documents only when the run has been posted and is in the same system.

Posting Document – Display



07.04.2009 Posting Document

Run: 0000001673
 Company Code: CABB
 Document: 0000002338
 Posting Currency: EUR
 Reference: XXXX00001
 Doc. Type: AB
 Run Type: PP
 Posting Date: 26.02.2009
 Document Type: G/L Account Document
 Document Date: 07.04.2009
 Bus. Transaction: HRP1

Account Number with Text	M	S	BusA	Line	PTyp	CO Acct A	Debit Amount	Credit Amount	Crcy
<input checked="" type="checkbox"/> 430000 Salaries				9900	G/L	Cctr 4711	10.850,00		EUR
<input type="checkbox"/> 430900 Otros Gtos. Salarios				9900	G/L	Cctr 4711	300,00		EUR
<input type="checkbox"/> 440100 Gtos.Previs.Social				9900	G/L	Cctr 4711	1.115,00		EUR
<input type="checkbox"/> 430000 Salaries				9900	G/L	Cctr 4713	2.480,00		EUR
<input type="checkbox"/> 440100 Gtos.Previs.Social				9900	G/L	Cctr 4713	248,00		EUR
<input type="checkbox"/> 176000 Salaries and wages p				9900	G/L			8.859,50	EUR
<input type="checkbox"/> 176200 Social Security Cont				9900	G/L			2.726,00	EUR
<input type="checkbox"/> 176100 Fed.Income/Church Tax				9900	G/L			3.407,50	EUR
* Posting document 0000002338							14.993,00	14.993,00	EUR

07.04.2009 Posting Document

Total of All Documents

Account Number with Text	M	S	BusA	Line	PTyp	CO Acct A	Debit Amount	Credit Amount	Crcy
**							14.993,00	14.993,00	EUR

Figure 54: Display Posting Document

The *Display Documents* function generates a variable list for which company-specific and employee-specific variants can be created and modified as required.

You can display the line items of the posting document by double-clicking a posting document.

Auditing Information for the Posting Document



Account Number with Text	M	S	BusA	Line	PTyp	CO Acct A	Debit Amount	Credit Amount	Crcy
<input checked="" type="checkbox"/> 430000 Salaries				9900	G/L...	Cctr 4711	10.850,00		EUR
<input type="checkbox"/> 430900 Otros Gtos. Salarios				9900	G/L...	Cctr 4711	300,00		EUR
<input type="checkbox"/> 440100 Gtos.Previs.Social				9900	G/L...	Cctr 4711	1.115,00		EUR
<input type="checkbox"/> 430000 Salaries				9900	G/L...	Cctr 4713	2.480,00		EUR
<input type="checkbox"/> 440100 Gtos.Previs.Social				9900	G/L...	Cctr 4713	248,00		EUR
<input type="checkbox"/> 176000 Salaries and wages p				9900	G/L...			8.859,50	EUR
<input type="checkbox"/> 176200 Social Security Cont				9900	G/L...			2.726,00	EUR
<input type="checkbox"/> 176100 Fed.Income/Church Tax				9900	G/L...			3.407,50	EUR
* Posting document 0000002338							14.993,00	14.993,00	EUR

Figure 55: Auditing Information for the Posting Document

You can display the underlying revision information for each document line item by double-clicking the item or by selecting the item and choosing *Details*.

You can branch to auditing information for the posting document (that is, view the underlying wage type).

Payroll Results and Posted Amounts

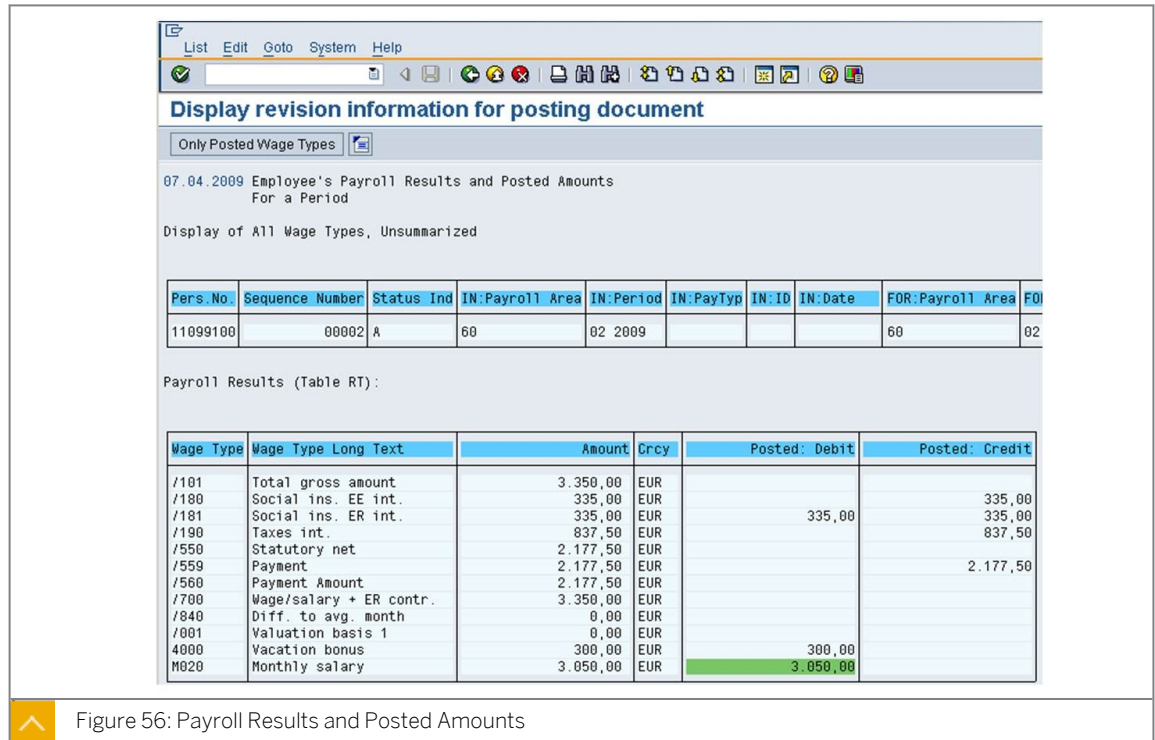


Figure 56: Payroll Results and Posted Amounts

You can double-click individual items in the *Details* list to display the underlying information from the payroll results.



LESSON SUMMARY

You should now be able to:

- Check documents to be posted to Financial Accounting (FI) to ensure accuracy

Updating a Live Posting Run

LESSON OVERVIEW

This lesson introduces you to the method of releasing and posting documents.

Business Example

You need to release the documents created after a live posting run so that they can be posted to Financial Accounting (FI). For this reason, you require the following knowledge:

- An understanding of how to release your documents
- An understanding of how to post your documents



LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Post payroll results to FI and Controlling

Release of Documents



Document	CoCd	Pstng Date	Typ	Run Number	Status	User name	Created on	Time
0000002339	CABB	26.02.2009	PP	0000001674	Created	HR110-99	07.04.2009	12:53:09

Release document(s)

Status
Released

Figure 57: Releasing a Document

You must release each document that is created. This action updates the document status. When the last document is released, the posting run has the status *All documents released*.

To release documents, perform the following steps:

1. Display the posting documents for a posting run.
2. Flag the checked posting documents.
3. Choose *Edit* → *Release document*.
4. Confirm the release.

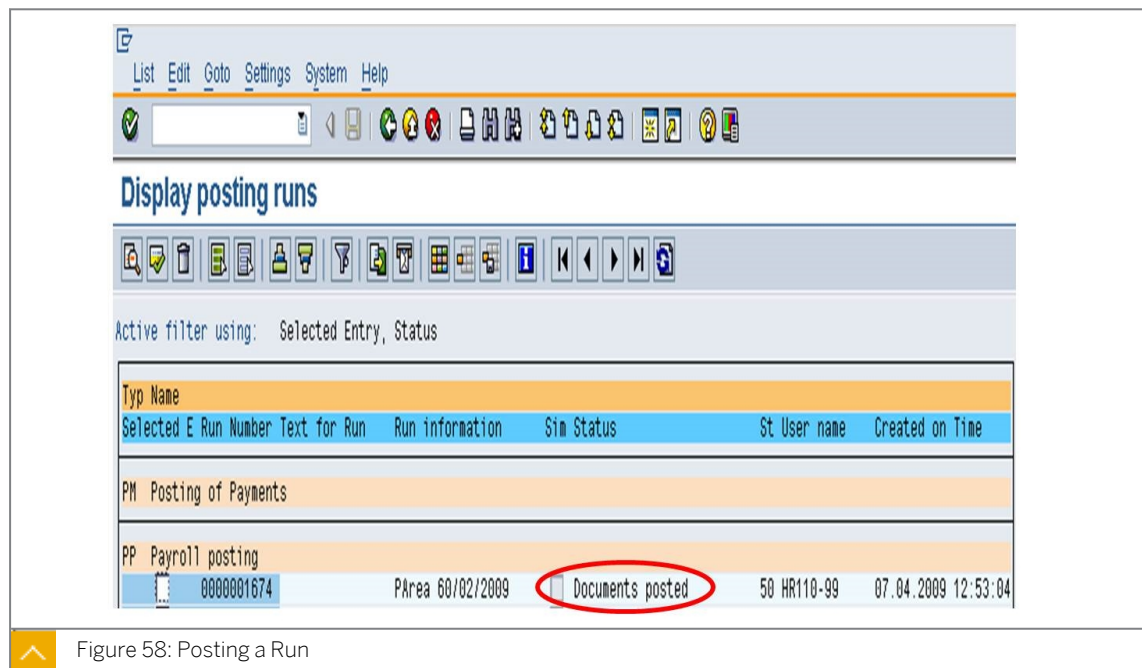
Payroll Posting Documents

Figure 58: Posting a Run

If the payroll run has the status *All Documents Released*, the documents can be posted.

To confirm the posting of the documents, perform the following steps:

1. Call the list of posting runs.
2. Select the required posting runs.
3. Choose *Edit* → *Post documents*.
4. Verify the posting of the posting documents.

If a posting run is successful, all the posting documents for the selected posting run are transferred to FI or Cost Center Accounting (CCA). If required, the documents are also transferred to Funds Management (FM) and then posted. The posting run has the status *Documents posted* and the accompanying posting documents have the status *Released*.

If a posting run is unsuccessful, it has the status *Document Transfer failed*.

**LESSON SUMMARY**

You should now be able to:

- Post payroll results to FI and Controlling

Verifying Payroll Posting Documents

LESSON OVERVIEW

This lesson explains how you review the results of the posted payroll documents and reverse the incorrect postings. It also explains how you can integrate payroll posting with subsequent activities.

Business Example

You need to examine the posted documents to check them for completeness and correctness. For this reason, you require the following knowledge:

- An understanding of various document types
- An understanding of how to reverse an incorrect posting
- An understanding of how to integrate payroll posting with subsequent activities



LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Verify the posting of payroll documents to FI

Financial Accounting Documents



Double-click to display detailed information for the resulting documents

Doc. Numb...	Object type text	Ld
0100000000	Accounting document	
000316456	Profit center doc.	
1000319678	Spec. purpose ledger	
0200150502	Controlling Document	

Figure 59: Displaying Financial Accounting Documents

After you have successfully posted the payroll results to Financial Accounting (FI), perform the following activities in FI:

- Compare transferred and posted payables.
- Check withholdings for advance payments.
- Check withholdings for claims.

- Ensure clearing of cross-company code transactions.



Note:

Cross-company code transactions are cleared by balancing the document split account and the recalculation difference.

This functionality is supported only in an integrated system.

Displaying the Resulting FI Document



The screenshot shows the SAP 'Display Document: Data Entry View' window. The document number is 100000000, company code is CABB, and fiscal year is 2009. The document date is 07.04.2009, posting date is 26.02.2009, and period is 2. The reference is XXXXX00001, cross-CC no. is empty, and currency is EUR. The ledger group is empty. The document contains 8 items, all with a split account (PK S) of 40. The items are:

C...	Item	PK	S	Account	Description	Amount	Curr.	Tx
CABE	1	40		430000	Salaries	10.850,00	EUR	
	2	40		430900	Otros Gtos. Salarios	300,00	EUR	
	3	40		440100	Gtos.Previs.Social	1.115,00	EUR	
	4	40		430000	Salaries	2.480,00	EUR	
	5	40		440100	Gtos.Previs.Social	248,00	EUR	
	6	50		176000	Salaries and wages p	8.859,50	EUR	
	7	50		176200	Social Security Cont	2.726,00	EUR	
	8	50		176100	Fed.Incme/Church Tax	3.407,50	EUR	

Figure 60: Displaying_the_Resulting_FI_Document.ppt

You can access the FI documents directly.

Controlling Documents



DocumentNo	Doc. Date	Document Header Text	RT	RefDocNo	User Name	Rev	RvD
1	CTR 4711	Administration	430000	Salaries	10.850,00		\$ 176000
2	CTR 4711	Administration	430900	Other sal. expenses	300,00		\$ 176000
3	CTR 4711	Administration	440100	Soc. secur., salary	1.115,00		\$ 176000
4	CTR 4713	Sales	430000	Salaries	2.480,00		\$ 176000
5	CTR 4713	Sales	440100	Soc. secur., salary	248,00		\$ 176000

Figure 61: Displaying the Resulting CO Document

You can access the Controlling (CO) documents directly.

Completeness Check

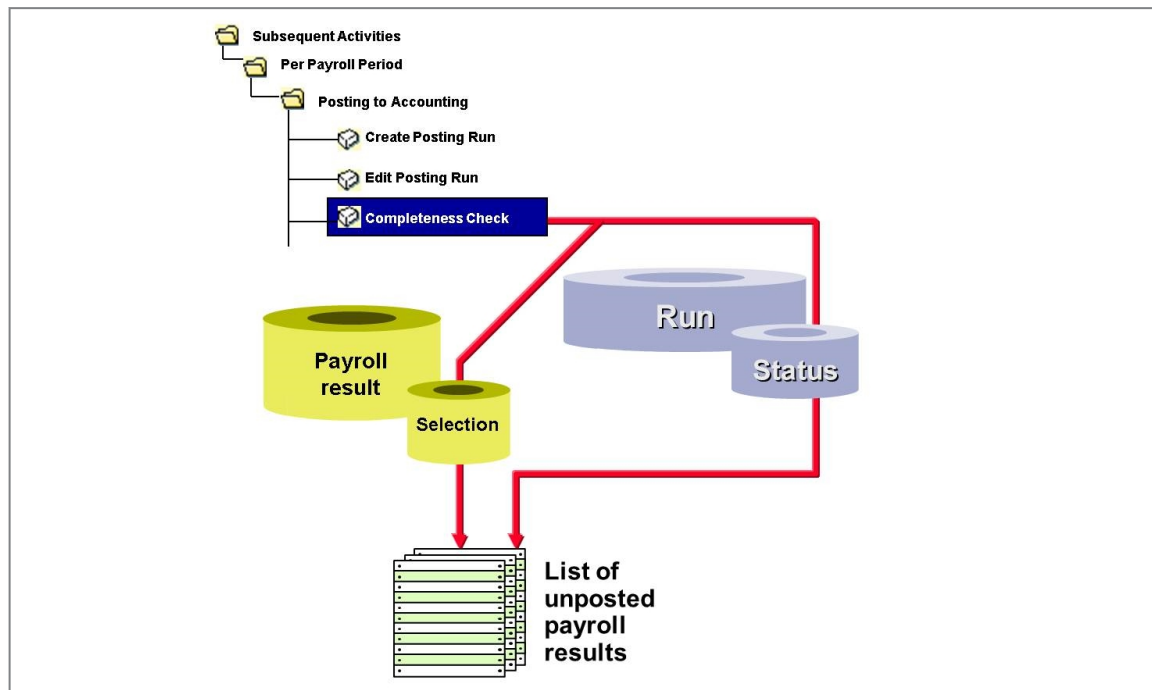


Figure 62: Completeness Check

The completeness check is used to determine whether the payroll results that have not been selected were generated in the selection period, and whether posting runs that do not have the status *Documents posted* exist.



LESSON SUMMARY

You should now be able to:

- Verify the posting of payroll documents to FI

Learning Assessment

1. Which of the following wage types represent an expense for an enterprise?

Choose the correct answers.

- ☐ A Employment tax
- ☐ B Bank transfer
- ☐ C Bonuses
- ☐ D Overtime

2. In a test run, the system checks whether the balance of expenses and payables is zero.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

3. You can access the document overview from the log by choosing the Document Overview pushbutton.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

4. Which of the following options can you check in the posting run?

Choose the correct answers.

- ☐ A Status
- ☐ B Details
- ☐ C History
- ☐ D Owner

5. If a posting run is unsuccessful, it has the status *Not posted*.

Determine whether this statement is true or false.

☐ True

☐ False

6. You need to release the documents created after a live posting run so that these can be posted to Financial Accounting.

Determine whether this statement is true or false.

☐ True

☐ False

Learning Assessment - Answers

1. Which of the following wage types represent an expense for an enterprise?

Choose the correct answers.

- ☐ A Employment tax
- ☐ B Bank transfer
- ☒ C Bonuses
- ☒ D Overtime

2. In a test run, the system checks whether the balance of expenses and payables is zero.

Determine whether this statement is true or false.

- ☒ True
- ☐ False

3. You can access the document overview from the log by choosing the Document Overview pushbutton.

Determine whether this statement is true or false.

- ☒ True
- ☐ False

4. Which of the following options can you check in the posting run?

Choose the correct answers.

- ☒ A Status
- ☒ B Details
- ☒ C History
- ☐ D Owner

5. If a posting run is unsuccessful, it has the status *Not posted*.

Determine whether this statement is true or false.

☒ True

☐ False

6. You need to release the documents created after a live posting run so that these can be posted to Financial Accounting.

Determine whether this statement is true or false.

☒ True

☐ False

UNIT 7

Bank Transfers and Check Preparation

Lesson 1

Generating Employee Payments

111

UNIT OBJECTIVES

- Make employee payments through bank transfers and checks

Generating Employee Payments

LESSON OVERVIEW

This lesson explains how to generate bank transfers and checks.

Business Example

Some employees receive their remuneration by bank transfer, while others receive it by check. To make payments to employees, you need to know how to generate bank transfers and checks. For this reason, you require the following knowledge:

- An understanding of how to generate bank transfers
- An understanding of how to generate checks



LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Make employee payments through bank transfers and checks

Employee Payments

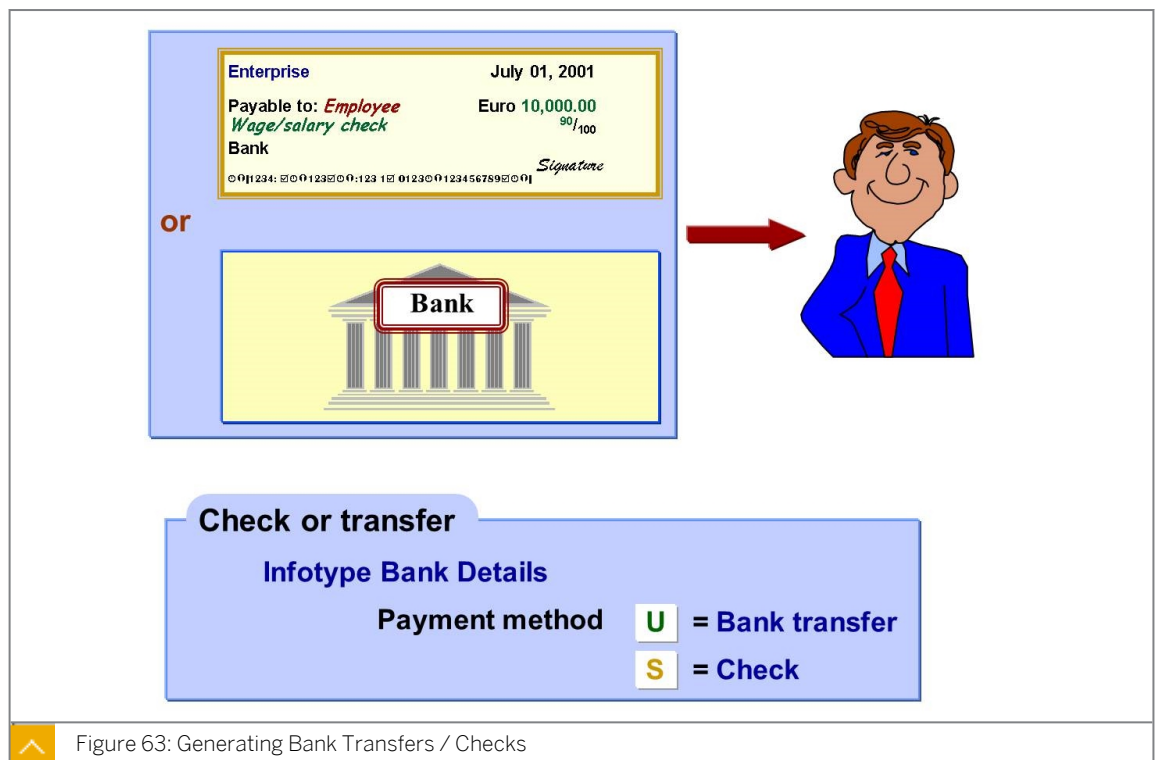


Figure 63: Generating Bank Transfers / Checks

Whether employee remuneration is paid by bank transfer or check is specified in the *Payment Method* field of the *Bank Details* infotype (0009).

If employees want to distribute their salary between two different bank accounts, you need to enter the details of the main bank in subtype 0 and the details of the second bank in subtype 1. You must also specify the percentage of the salary or the fixed amount to be transferred to the second bank. The remaining amount is then transferred to the main bank.

In some countries a zero net advice statement is available. For those employees who receive no pay because of more deductions than pay, a zero net advice can be offered to demonstrate the payroll accounting.

Bank transfers and checks are generated based on the preliminary program for data medium exchange (DME).

Preliminary Program for DME

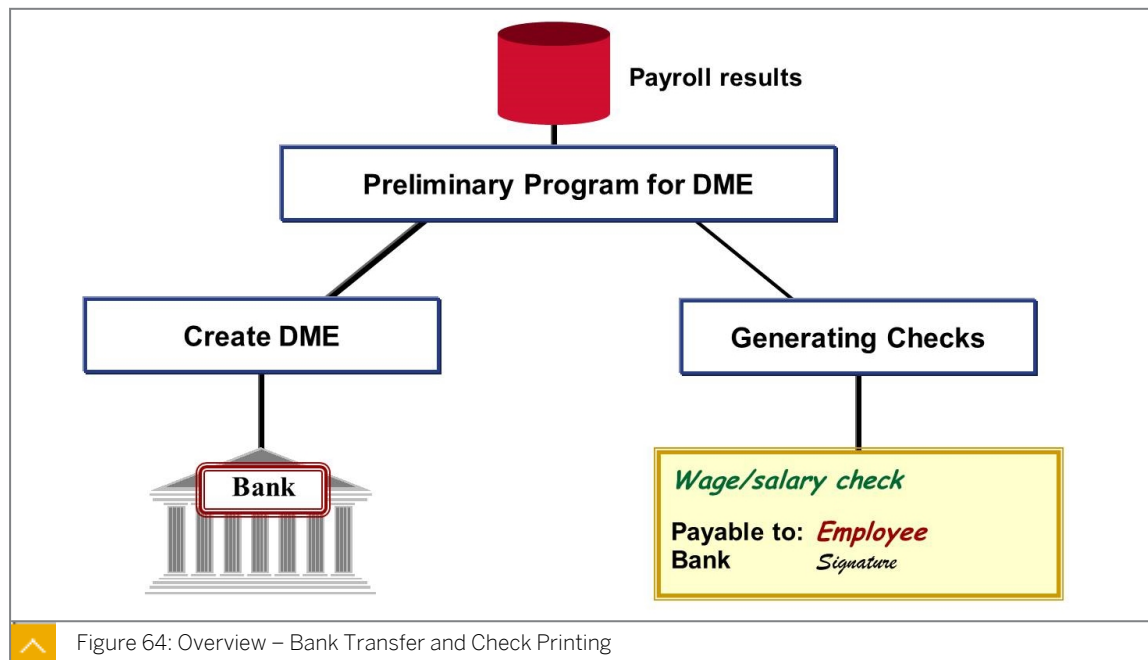


Figure 64: Overview – Bank Transfer and Check Printing

The preliminary program for DME generates a temporary dataset that is used as input for the DME program. This report creates a file that complies with the banking regulations for DME and contains all payment information.

Preliminary DME Program for Bank Transfers



Figure 65: Preliminary DME Program

You can generate bank transfers in two steps.

Execute the preliminary program for DME to select data from the payroll results. The DME program creates a program run date and an identification feature.

The entries in the DME program are then used to create the corresponding bank transfers and generate checks.



Note:

After you execute the preliminary program, note the number and the date of the file that is created.

Generation of Bank Transfers



Program run date

Identification feature

☐ **Proposal run only**

Company code selection

Paying company code to

Sending company code to

Further selections

Payment methods to

Payment method supplement to

House bank to

Account to

Currency key to

Payment document number to

Output control

☐ Data medium exchange ☐ Print immediately

☐ Print advice notes ☐ Print immediately

Figure 66: Generating Bank Transfers

The program used to generate bank transfers is country-specific and is not available for every country. This program is available under the *Bank Transfer* area in your country-specific Payroll.

To start the DME program, you must enter the number and date of the file that was created after you executed the preliminary program so that the data in the file can be copied.

Generation of Check Payments



Program run date

Identification feature

☐ **Proposal run only**

Company code selection

Paying company code to

Sending company code to

Further selections

Payment methods to

Payment method supplement

Business area

House bank

Account ID

Check lot number

Restart from check number

Currency key

Payment document number

Enterprise

Payable to: *Employee*

Wage/salary check 90/100

Bank

Signature

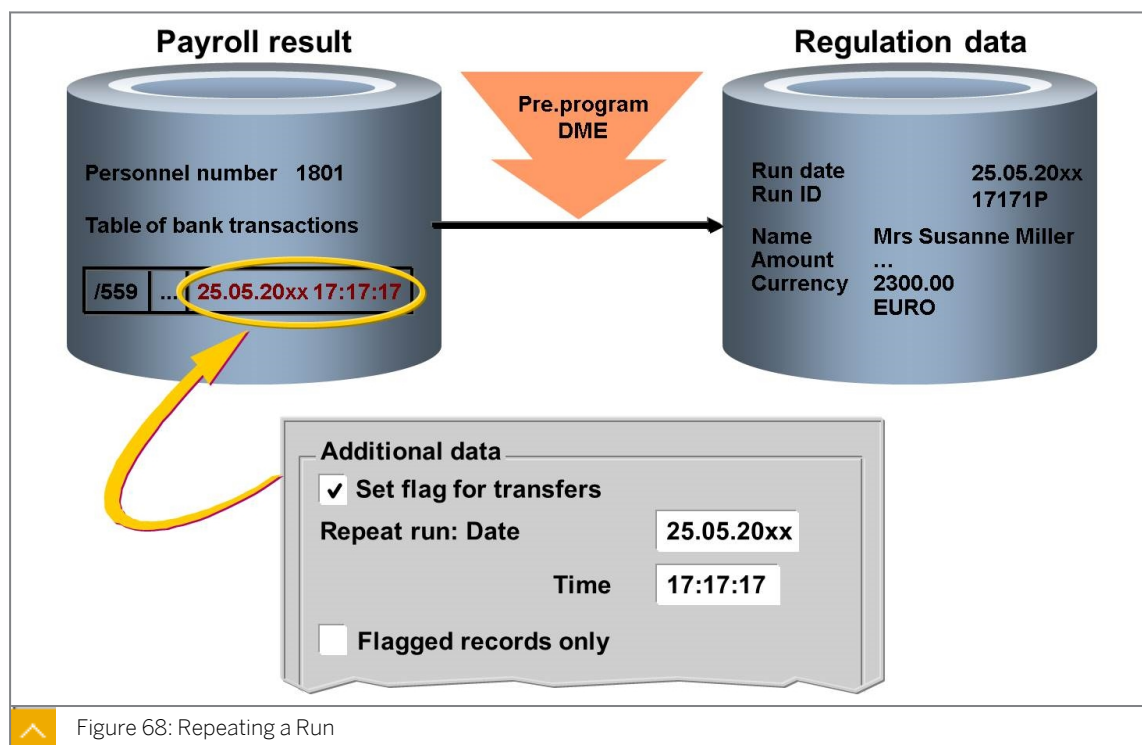
0001234 000123000123 10 0123?123456789???

Figure 67: Generating Checks

The program used to generate checks (Report RFFOUS_C) is country-specific and is not available for every country (it is available for the United States and Canada). This program is available under the *Bank Transfer* area in your country-specific SAP menu for Payroll. The program used to generate zero net advices (Report FFOUS_AVIS) is available in some countries such as the United States and Canada.

To start the check run, you must enter the number and date of the file that was created after you executed the preliminary program so that the data in the file can be used for creating checks.

Repeat Payroll Runs

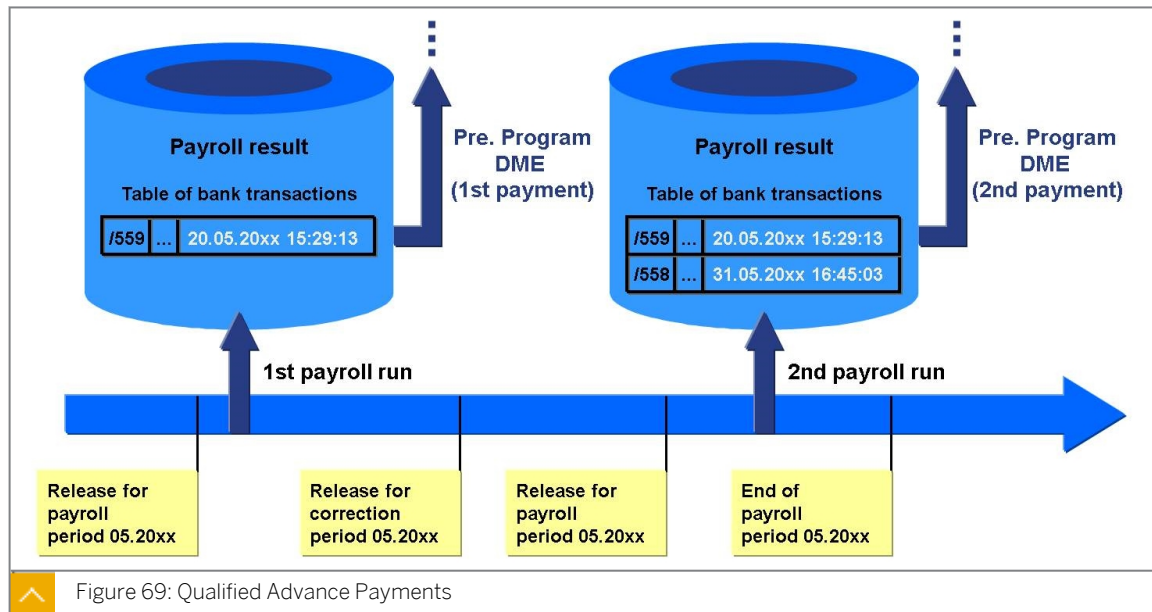


When repeating a preliminary program for the DME run, enter the date and time of the run you want to repeat in the *Repeat Run: Date* and *Time* fields respectively. In this way, you select the data records that are already flagged as being paid with this date and time again.

Using the *Flagged records only* parameter, you can determine whether only the records flagged with the given date and time are selected in a repeat run or also those that have not been flagged.

If the preliminary program for a DME run is repeated after an interruption in the program, you must enter the *Repeat Run: Date* and *Time* fields to identify the run to be repeated. When you repeat an interrupted run, you need to mark those records that were already selected during the interrupted run as well as those that have not yet been selected. Therefore, do not select the *Flagged records only* parameter when you are repeating an interrupted run.

Advance Payments



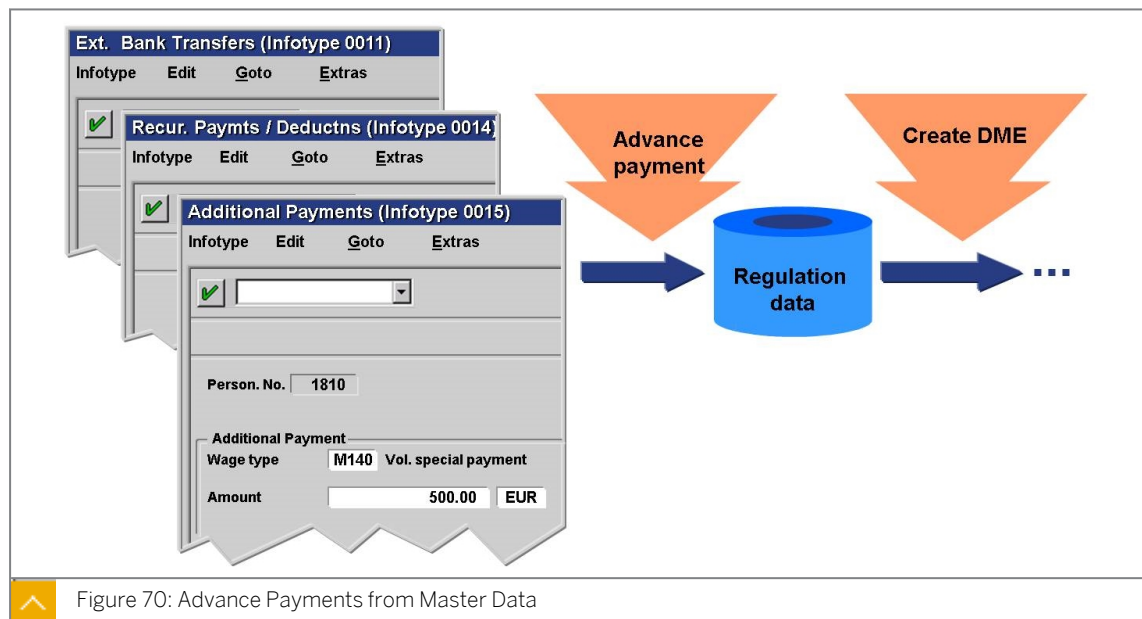
In the first payroll run, you run the payroll for (and remunerate) part of an employee's pay during the current period. This will usually be the employee's basic pay. You run the payroll for (and remunerate) bonuses for overtime or leave compensation at a later date.

When you start the preliminary program for DME, you must set the *Set flag for transfers* indicator. In the second payroll run, the indicator determines the difference between the current employee payment and the amount already paid.

In the second payroll run, wage type /559 (Bank Transfer) is transferred, unchanged, to the new payroll result, because it was flagged as paid in the preliminary program for DME. If, in the second payroll run, the system identifies that the current employee payment is greater than the amount already paid, the difference is stored in wage type /558 (Payment of Balance) in the new payroll result.

The payroll result created in the first payroll run is overwritten by the second payroll run.

Advance Payments from Master Data



Using advance payment from master data (formerly referred to as an unqualified advance payment), you can transfer the wage types you entered in the *External Bank Transfers* (0011), *Recurring Payments/Deductions* (0014), or *Additional Payments* (0015) infotypes without running the payroll. The statutory deductions are calculated only in the payroll run for the subsequent month.

When you start the advance payment, select the *Set flag for transfers* parameter. This marks the infotype records with the end date of the current period as paid.

The wage types that you pay as the advance payment from master data infotypes 0014 and 0015 must be coded in such a way that the amount is considered as already paid, and not paid again in the next payroll run. Depending on the content, the wage type must reduce the payment amount in the payroll run.

The wage types that you pay as advance payments from master data infotype 0011 are marked as already paid in the subsequent payroll run when they are transferred to the bank transactions table. This is done so that the amount is not paid again with the salary.



Note:

To access the advance payment program, choose *Payroll* → <your country> → *Subsequent Activities* → *Period-Independent* → *Reporting*. The Program name is RPCDTBX0, where X can be substituted by the country code (for example, D for Germany).



LESSON SUMMARY

You should now be able to:

- Make employee payments through bank transfers and checks

Learning Assessment

1. The data entered in the _____ determines whether a check or a bank transfer is generated.

Choose the correct answer.

- ☐ A Bank Details infotype (0009)
- ☐ B Recurring Payments/Deductions infotype (0014)
- ☐ C Additional Payments infotype (0015)

2. The payroll result created in the first payroll run is overwritten by the second payroll run.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

3. Which of the following wage types indicates bank transfer?

Choose the correct answer.

- ☐ A /558
- ☐ B /559
- ☐ C /554
- ☐ D /553

Learning Assessment - Answers

1. The data entered in the _____ determines whether a check or a bank transfer is generated.

Choose the correct answer.

- ☒ A Bank Details infotype (0009)
☐ B Recurring Payments/Deductions infotype (0014)
☐ C Additional Payments infotype (0015)

2. The payroll result created in the first payroll run is overwritten by the second payroll run.

Determine whether this statement is true or false.

- ☒ True
☐ False

3. Which of the following wage types indicates bank transfer?

Choose the correct answer.

- ☐ A /558
☒ B /559
☐ C /554
☐ D /553

UNIT 8

Process Model

Lesson 1

Running a Payroll Process Model

123

UNIT OBJECTIVES

- Run a process model to automate the payroll process

Running a Payroll Process Model

LESSON OVERVIEW

This lesson explains the process models that you can use to automate the payroll process.

Business Example

To schedule payroll jobs and subsequent activities, you need to run payroll in a background job. For this reason, you require the following knowledge:

- An understanding of process models
- An understanding of various processes based on process models
- An understanding of process steps and breakpoints



LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Run a process model to automate the payroll process

Payroll as a Background Operation

You can run payroll as a background operation in the following ways:

Using a payroll calendar

You can use the payroll calendar to schedule and execute payroll jobs sequentially. The payroll jobs are grouped into various tasks according to payroll areas. The scope of functions contains a calendar in which you can mark one or several dates, for example, and display the scheduled tasks.

Using report RPCSC000

You can use report RPCSC000 to run payroll for a large number of personnel numbers in a payroll period by splitting it into several background jobs. The system then processes the background jobs on several application servers in parallel. To do this, you must specify the number of personnel numbers to be included in a background job, or the number of background jobs to be created. Report RPCSC000 selects the personnel numbers for which the payroll is run from the database and groups them into background jobs. You can release the background jobs either individually or simultaneously.

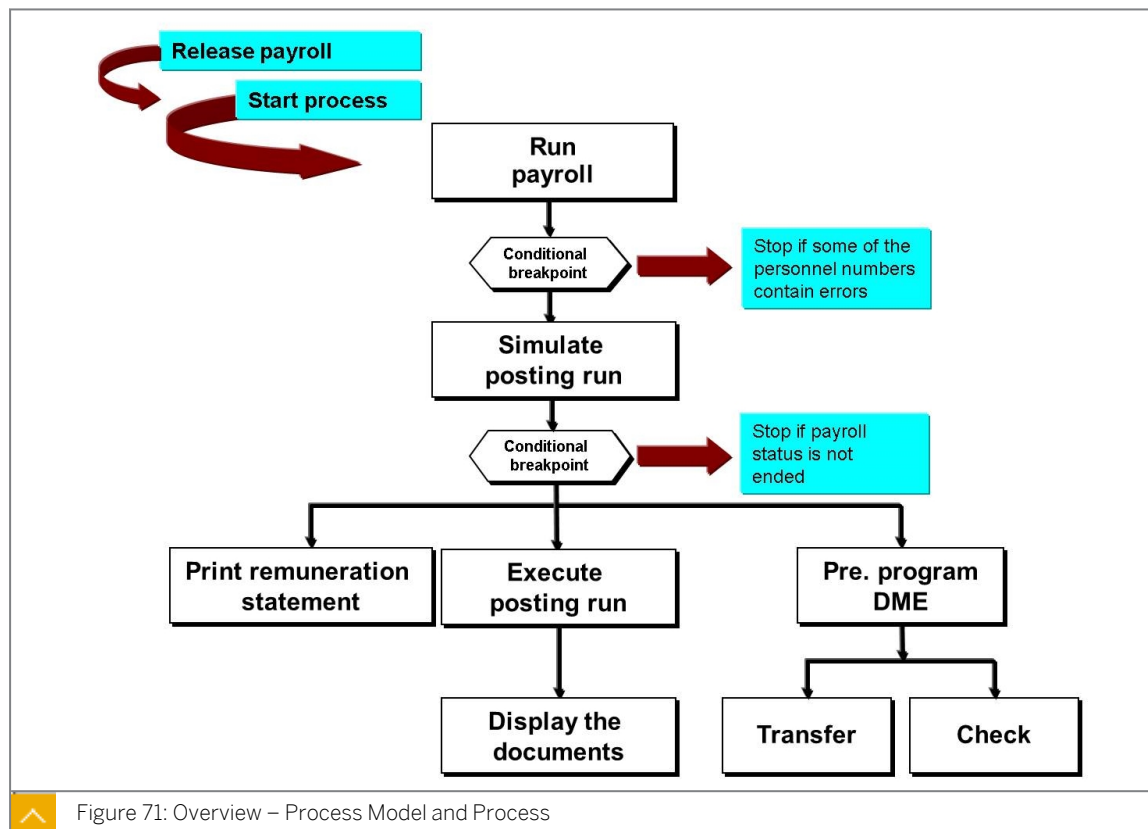
Defining jobs

You can use the *Define Job* function (*System* → *Services* → *Jobs* → *Define Job*) to define a single job or a series of jobs.

Using the process model

You can define a process model to run various payroll-related process steps in the background.

Process Model Overview



A process model is used to control the payroll process and the subsequent evaluation programs. The programs are processed in a specific sequence. Process models are used as a basis for carrying out processes. Every process is created using a process model and is given a unique process number.

A process is the concrete execution of the process steps specified in the process model, or programs, after taking into consideration the defined breakpoints.

If a process model is used regularly, you create a new process every time. For example, you use the same process model every month to develop the payroll run, the bank transfer to the employee, and the form printing. You create a new process for every month using this process model. In December, you can use a different process model that contains additional evaluation reports for the end of the year.



Note:

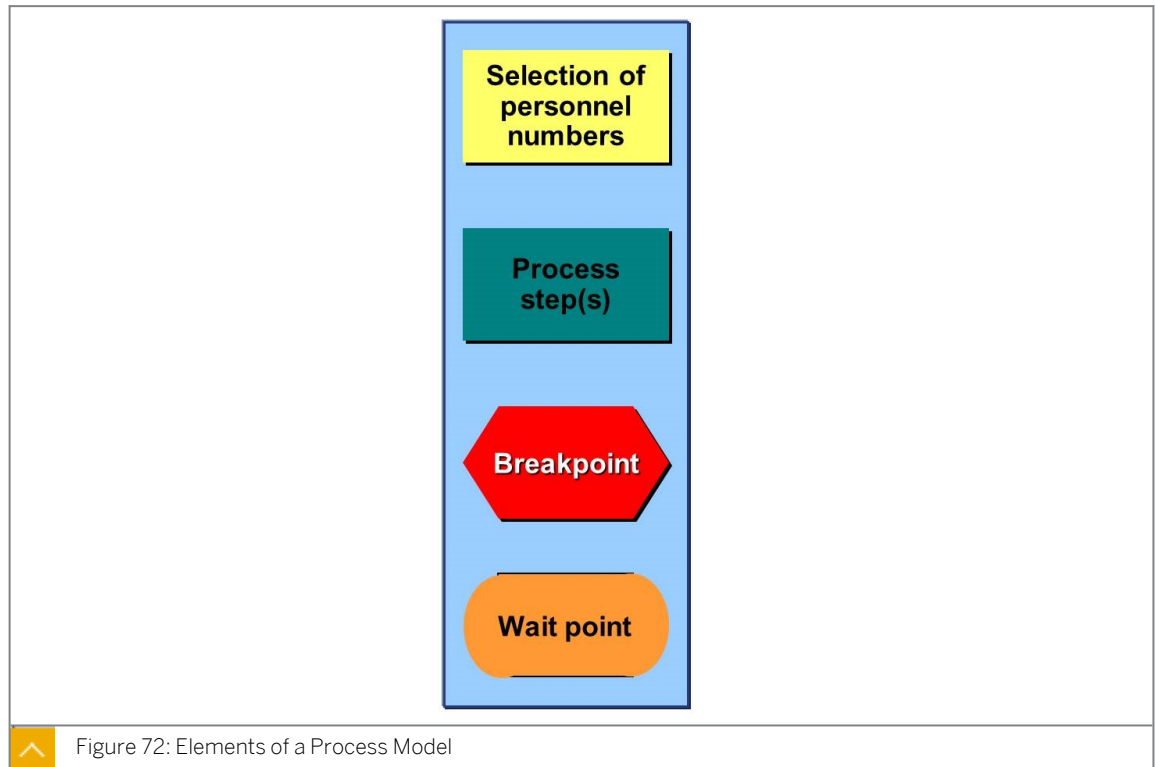
You can copy a process model that SAP delivers for your country and adjust it to meet your requirements.

Advantages of a process model:

- You can monitor the execution of the programs.
- You can check every personnel number during the process procedure.
- You can repeat individual process steps.

- You can reduce the process run time by running programs in parallel.
- You can send a notification under certain circumstances.

Process Model Elements



A process model comprises the following key elements:

Process step

A process step refers to the processing of a program in the process model.

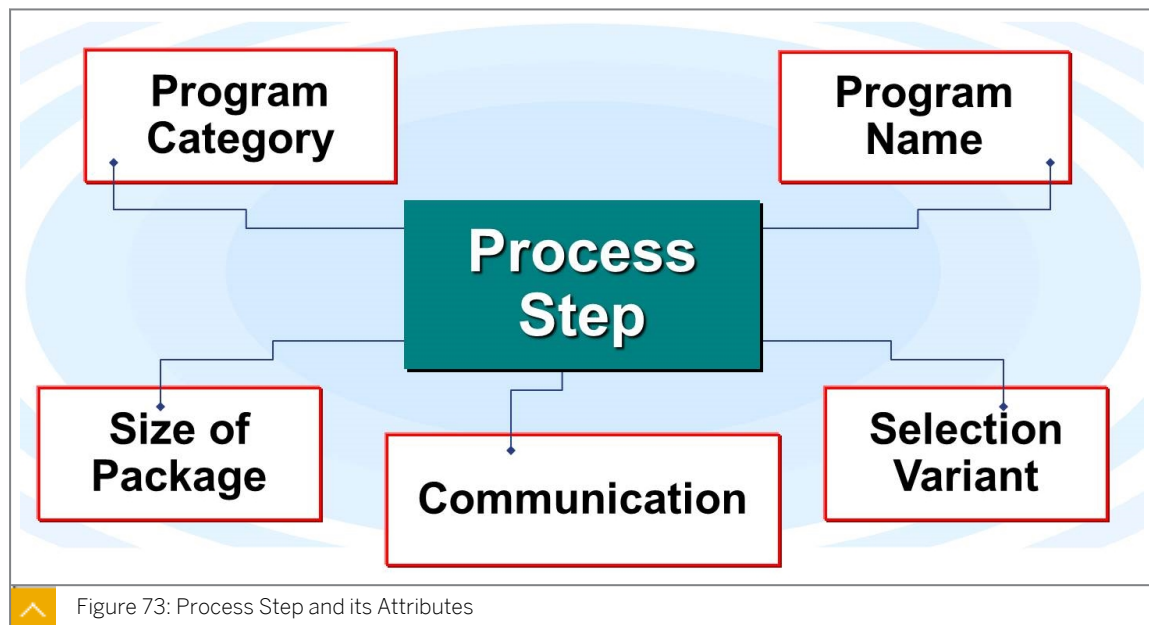
Breakpoint

A breakpoint refers to a point at which you can stop a process between two steps. A breakpoint is used to interrupt and monitor the process sequence.

Wait point

A wait point refers to a point at which you can stop a process until a specific event occurs. You can use a wait point if you want to make the processing of the next point dependent on an external event. Alternatively, you can use a wait point if you want a process step to start only if another process step is being run in a different branch.

Process Step



Every process step has the following attributes:

Program Category

A program category specifies a step from a business point of view (for example, payroll posting) and establishes the role of a program in a process model. You can assign as many programs as you want to a program category.

Program Name

A program name specifies the program that is executed in a step.

Selection Variant

A selection variant specifies the selection variant and criteria that are used to execute a step.

Size of Package

The size of package specifies the size of personnel number packages. A program can process personnel number packages of different sizes in parallel.

Communication

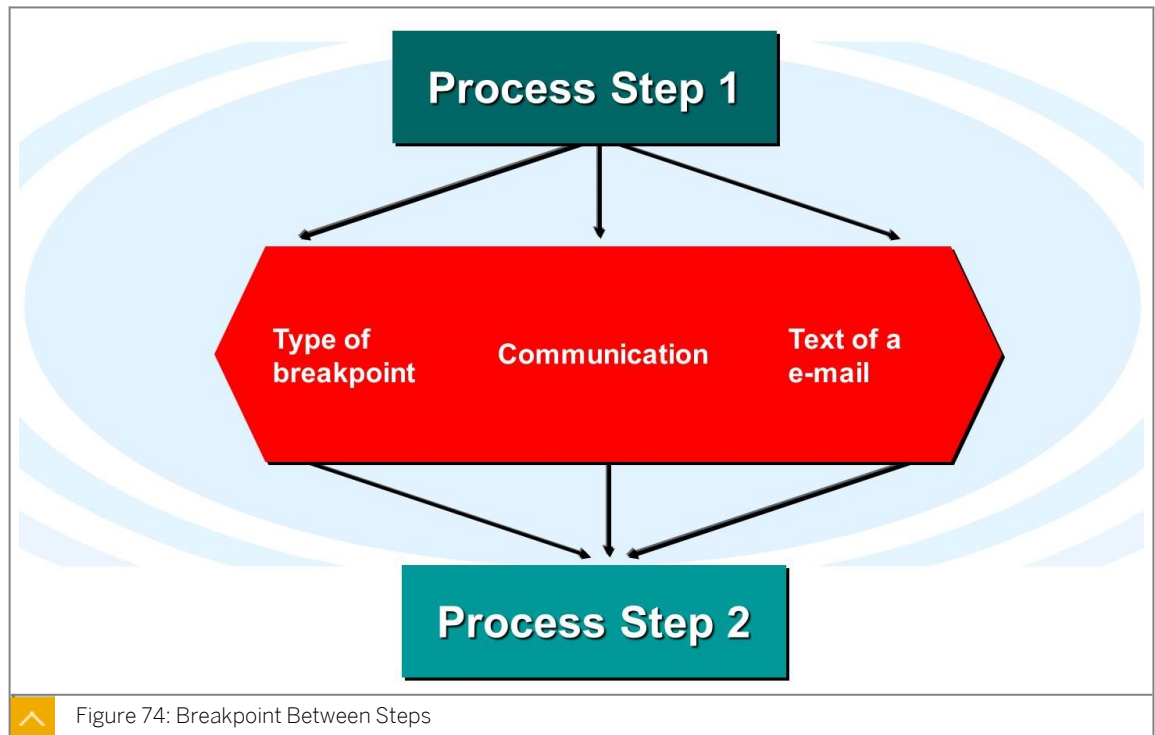
Communication specifies when and how a particular person is contacted. For example, after a specific step is executed, the person who started the process receives an e-mail.



Note:

To display the attributes of a process step, select the process step and choose *Edit* → *Select*.

Breakpoint



The following types of breakpoints are available for the process model:

Unconditional breakpoint

The process is always interrupted when it reaches this breakpoint.

Conditional breakpoint

The process is only interrupted when it reaches a certain percentage of incorrect personnel numbers.

Variable breakpoint

A self-defined function module is used to determine whether or not the process is interrupted.

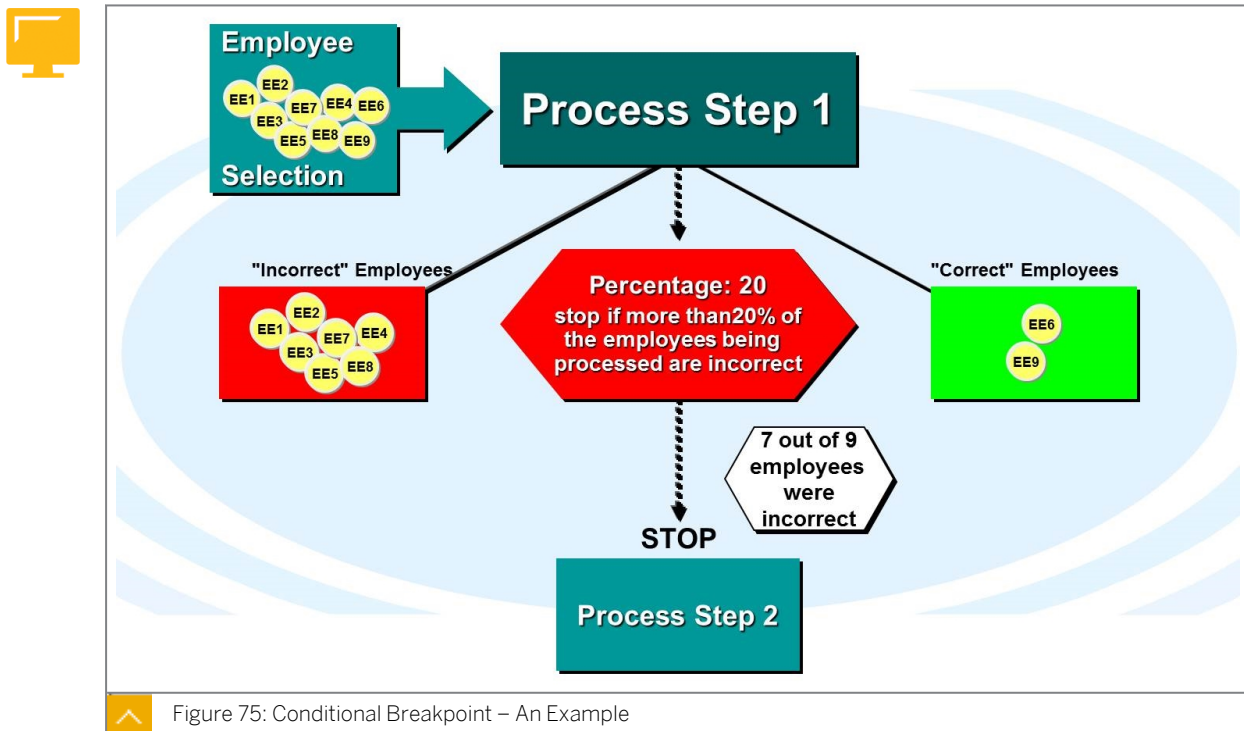
You can specify the name of the person who is notified by e-mail if a breakpoint is reached. You can also specify the standard text that is used in the e-mail.



Note:

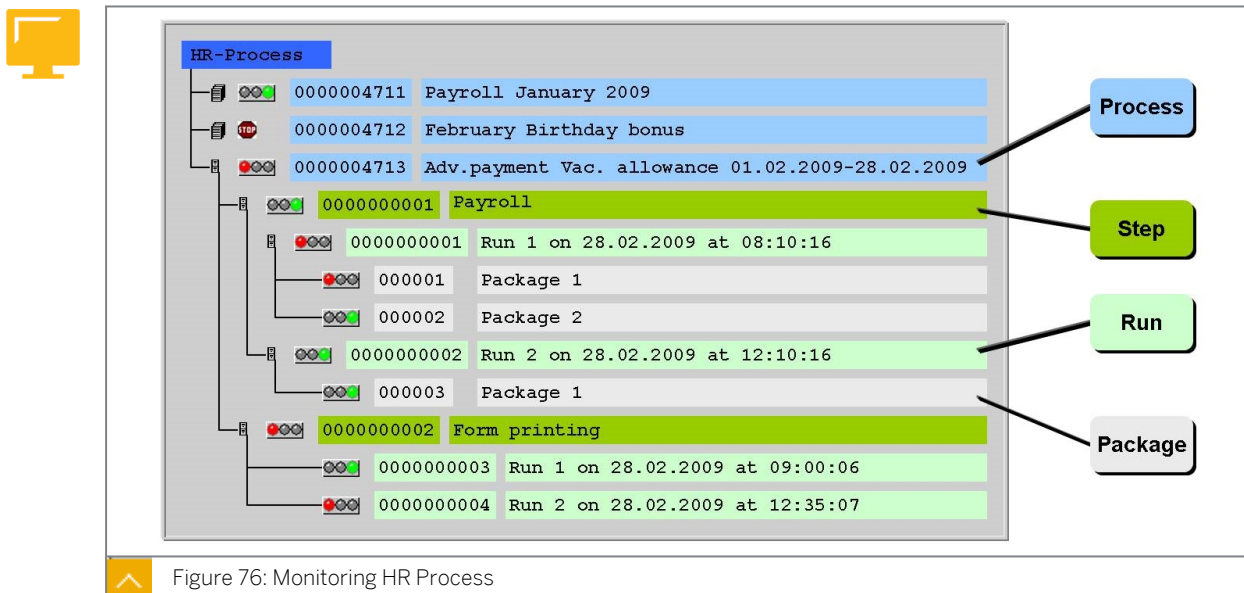
To display the attributes of a breakpoint, mark a breakpoint and choose *Edit* → *Select*.

Conditional Breakpoint



A conditional breakpoint contains parameters that determine whether the process is to be continued. For example, if 80% of the employee records are correct, the process will continue. If less than 80% of the employee records are correct, the process will be stopped.

Process Monitoring



Completed processes in a process model are locked so that no changes can be made to them. They can, however, still be displayed so that the process history can be followed.

You can control the program sequence that takes place in the process model and administer and monitor processes in the HR Process Workbench.

To control, administer, and monitor a process model, use the following options:

Additional information

You can use status display to control the processing status of a process and the status of the personnel numbers. The status of a process is displayed by the process, process step, run, and package. The status of a personnel number can be displayed at all process levels. Only correctly processed personnel numbers are transferred from one process step to another.

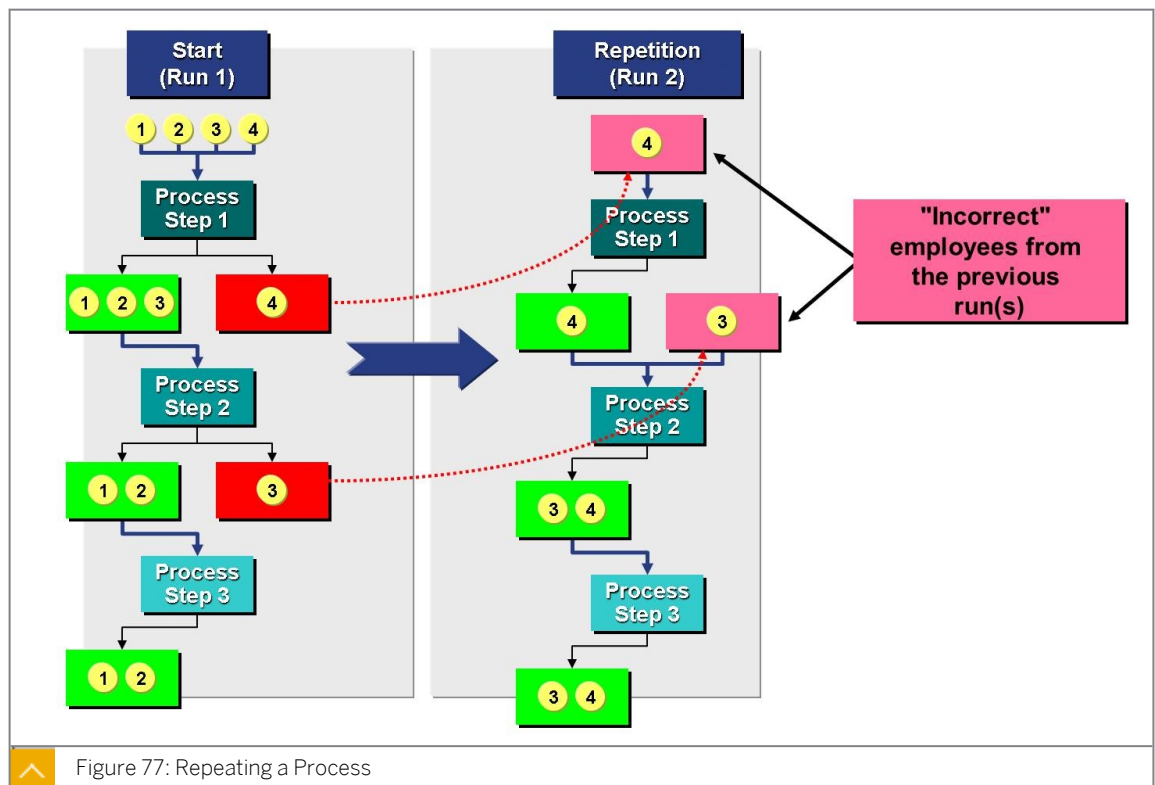
Job overview

You can use the job overview to gather information about the start and end dates and time of processing, and the interruption for the packages.

Spool list

You can use the spool list to display the program output of individual steps at package level when the log is switched on.

Repeat a Process Step



Personnel numbers processed successfully are transferred from one step to another. Personnel numbers with errors have to run through the process again.

You can repeat a process step as often as necessary. The subsequent programs that process the results of the previous program are also repeated when you repeat a process step.

A process can be repeated at any time. If a process is repeated, the process manager only starts the steps with status "incorrect" for the personnel numbers with status "incorrect" or "initial".

You can use the HR Process Workbench to start and repeat a process and process steps (complete history is guaranteed).



LESSON SUMMARY

You should now be able to:

- Run a process model to automate the payroll process

Learning Assessment

1. You can use the _____ to schedule payroll jobs and execute them one after another.

Choose the correct answer.

- ☐ A Process model
- ☐ B Payroll menu
- ☐ C HR Process Workbench
- ☐ D Payroll calendar

2. To run payroll for a large number of personnel numbers in a payroll period, you can split the payroll into several background jobs using report RPCSC000.

Determine whether this statement is true or false.

- ☐ True
- ☐ False

3. Which of the following options represent advantages of a process model?

Choose the correct answers.

- ☐ A You can repeat individual process steps.
- ☐ B You can send a notification under certain circumstances.
- ☐ C You can increase the process run time by running programs in parallel.
- ☐ D You can easily monitor the execution of the programs.

4. Which of the following types of breakpoints are available for the process model?

Choose the correct answers.

- ☐ A Conditional
- ☐ B Fixed
- ☐ C Variable
- ☐ D Unconditional

5. Processes can be administered and monitored using the _____.

Choose the correct answer.

- ☐ A Process model
- ☐ B Payroll calendar
- ☐ C HR Process Workbench
- ☐ D Payroll menu

6. You can use a _____ to make the processing of the next point dependent on an external event.

Choose the correct answer.

- ☐ A Process step
- ☐ B Criterion
- ☐ C Spool list
- ☐ D Wait point

Learning Assessment - Answers

1. You can use the _____ to schedule payroll jobs and execute them one after another.

Choose the correct answer.

- ☐ A Process model
- ☐ B Payroll menu
- ☐ C HR Process Workbench
- ☒ D Payroll calendar

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Determine whether this statement is true or false.

- ☐ True
- ☒ False

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- ☒ D You can easily monitor the execution of the programs.

4. Which of the following types of breakpoints are available for the process model?

Choose the correct answers.

- ☒ A Conditional
- ☐ B Fixed
- ☒ C Variable
- ☒ D Unconditional

5. Processes can be administered and monitored using the _____.

Choose the correct answer.

- ☐ A Process model
- ☐ B Payroll calendar
- ☒ C HR Process Workbench
- ☐ D Payroll menu

6. You can use a _____ to make the processing of the next point dependent on an external event.

Choose the correct answer.

- ☐ A Process step
- ☐ B Criterion
- ☐ C Spool list
- ☒ D Wait point

UNIT 9

SuccessFactors Employee Central Payroll

Lesson 1

Outlining Employee Central Payroll Basics

137

UNIT OBJECTIVES

- Outline the basics of SuccessFactors Payroll

Outlining Employee Central Payroll Basics

LESSON OVERVIEW



LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Outline the basics of SuccessFactors Payroll

SuccessFactors Payroll Basics

The *SuccessFactors People Cloud* is a suite of solutions that can help your enterprise achieve top notch results when it comes to your number one asset – your people. Our global payroll solution, *Employee Central Payroll (EC Payroll)* compliments *Employee Central* and helps complete the suite. The *SuccessFactors People Suite* is scalable from the small/midsize to large enterprise and is a suite of best of breed solutions with broad and deep functionality.

People Cloud: a Full HCM Suite



- Secure
- Scalable
- Global



Figure 78: People Cloud a Full HCM Suite

What is *EC Payroll*? It is SAP's proven and global payroll engine hosted by the SuccessFactors Cloud Operations group.

EC Payroll is integrated with *Employee Central*. Data entered in EC flows into *EC Payroll* in near real-time. The integration layer is based on *Boomi*. *Boomi AtomSphere*® allows you to connect any combination of Cloud, SaaS, or On-Premise applications with no appliances, no software, and no coding.

EC Payroll is meant for EC customers that want to manage payroll in-house but within the cloud. However, it is not a payroll service bureau type offering. While SAP/SuccessFactors does not offer *EC Payroll* as a service-bureau offering, we do have partners who offer several flavors of Business Process Outsourcing (BPO) light based on EC/EC Payroll. These partners can often serve customers with a smaller number of employees that would typically be served with our standard offering.

Customer Responsibilities

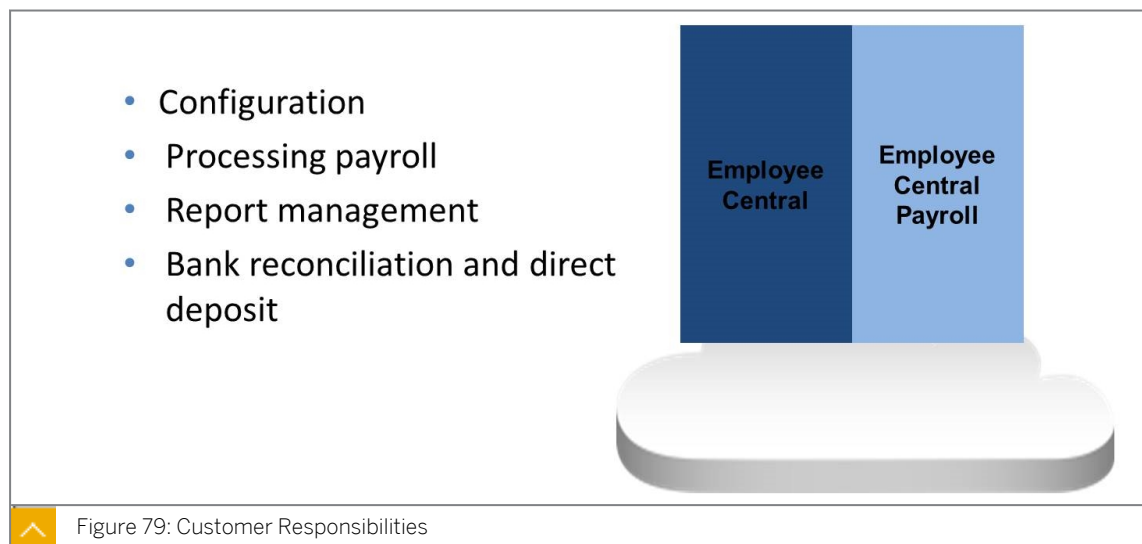


Figure 79: Customer Responsibilities

With the standard *EC Payroll* solution, you need to perform initial payroll configuration to match your specific business needs. If you have changes in your business, such as a merger or a split after the initial implementation, you need to complete additional configuration to adapt to these changes in your business. You will also need to submit payroll runs, reports, and inspect the result. SAP/SuccessFactors does not print or mail checks for you but you may choose to outsource this to a partner. Additional tasks that can be outsourced to partners include tax filing/remittance, payment process, and garnishment administration. Further tasks can be outsourced with an application management service or one of our BPO-light partners.



Note:
Consult the latest version of the EC Payroll Service Catalog in the SAP Service Marketplace portal for a detailed breakdown of tasks and responsibilities.

A summary of tasks to be complete include:

- Configuration
 - Payroll Process
 - Pay codes (wage types, pay types)
 - New pay rules
 - Transports from the Development system to the Quality Assurance system to the Productive system
 - Testing (transports moved from the Development system to the Quality Assurance system to the Productive system)

- Processing payroll
- Report management
- Bank reconciliation
- Direct deposit

The following tasks can be done either in-house or using a managed service:

- Check printing
- Tax filing / remittance
- Payment process
- Garnishment administration

SAP Cloud Operations Responsibilities



SAP Cloud Operations

- Hosting
- Integration
- Upgrades
- Backup & disaster recovery
- System provisioning & monitoring



Figure 80: SAP Cloud Operations Responsibilities

SAP handles the hosting of the *EC Payroll* engine in the cloud and makes the technical connections to *Employee Central (EC)*. This includes aspects such as backup and disaster recovery, system provisioning and monitoring such as network infrastructure (on the SAP Cloud side), storage management, and technical integration monitoring.

SAP Cloud operations will also apply upgrades, patches, and legal changes including tax updates

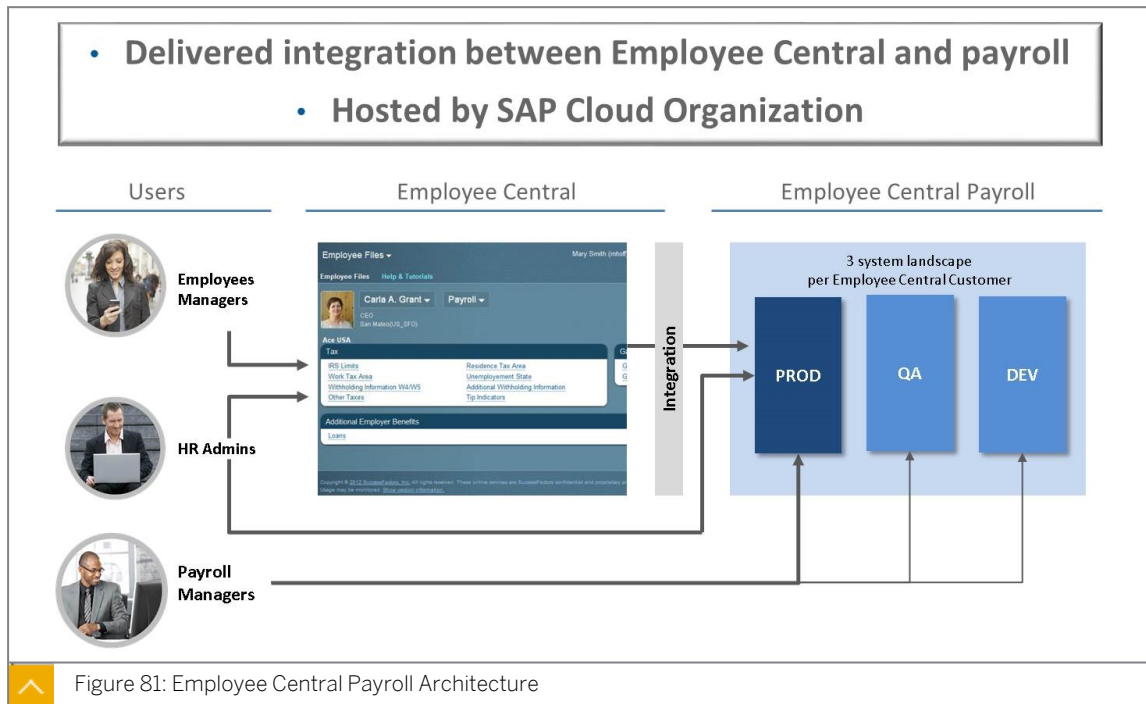


Note:

When applying some patches there may be some customer activities such as testing or customer-specific configurations that are still required. Certain types of patches, system patches (and Tax updates in the USA) are applied automatically. Other updates may be done at your request using a support ticket to accommodate your schedule. For example, *HR Support Packages (HRSP)* are available every 6 weeks to be applied upon your request. At a minimum, we recommend that you request our special HR SPs known as synchronization packages which are typically available in June and November.

System provisioning and monitoring includes the following tasks:

- Technical network infrastructure (SAP Cloud side)
- Storage management
- Network monitoring and technical integration monitoring

Employee Central Payroll Architecture

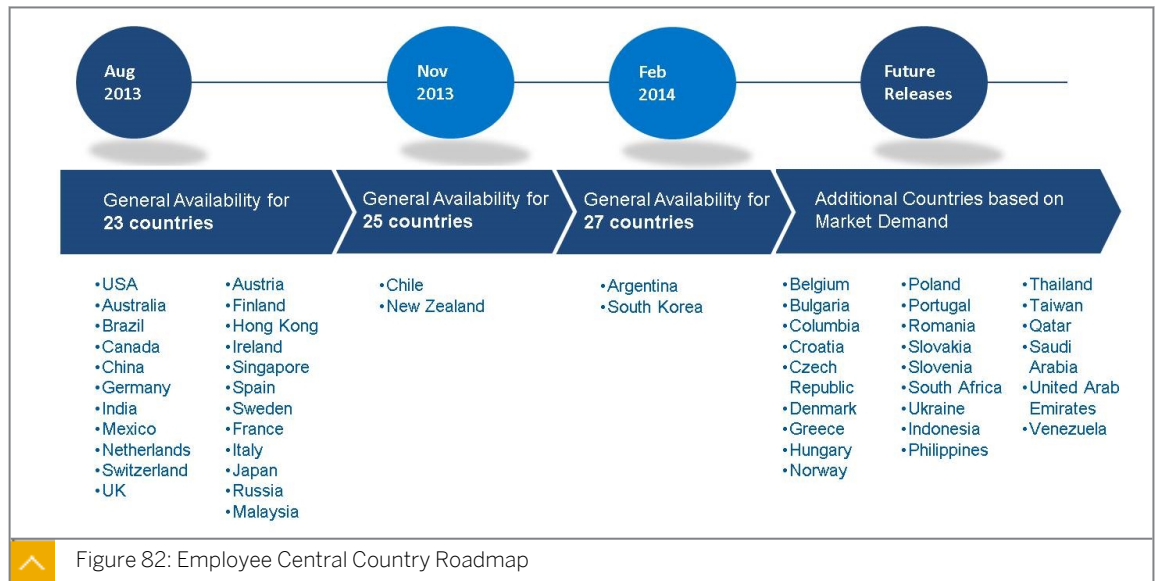
EC and EC Payroll comes with *Dell Boomi* middleware to provide near real-time integration, all hosted in the cloud by SAP.

Each customer has access to Development, Quality and Production instances of *EC and EC Payroll*. *EC Payroll* follows the “private cloud” model and therefore is not shared with another customer.

Employees maintain necessary data for payroll exclusively through *Employee Central (EC)*.

SuccessFactors numbers their releases by year and month and occur every 3 months. As of release 1402 (2014 February), HR Administrators can perform most tasks in *EC* and depending on the organization, may also perform certain tasks directly in *EC Payroll*. Payroll Managers/Administrators will likely perform most tasks such as starting payroll and printing checks directly in *EC Payroll*. With future releases, more and more payroll specific tasks will also be performed from within *EC*.

Employee Central Payroll Country Roadmap



As of February 2014 (release 1402) *EC* supported 67 standard countries while *EC Payroll* supported 27 countries with more countries being added most every quarter.

BSI in the Cloud



The advertisement for BSI in the Cloud features a stylized illustration of Uncle Sam, wearing his iconic top hat and blue suit, pointing directly at the viewer. He is positioned next to a laptop screen that displays a blue sky with white clouds and the text "SAP SuccessFactors". The background of the ad is a light blue gradient with a subtle pattern of white lines.

BSI in the Cloud
Simplified payroll tax management *in the BSI cloud.*

TAX

SAP

successfactors
An SAP Company

Figure 83: BSI in the Cloud

Business Software Incorporated, more commonly referred to as BSI is a USA payroll specific partner for *EC Payroll*. BSI is a long time partner of SAP and has been used by hundreds of SAP ERP HCM Payroll customers over the years to produce millions of paychecks.

As of release 1402, BSI's TaxFactory™ (TF) SaaS (Software as a Service) solution is the only tax calculation solution integrated with EC Payroll.

BSI offers comprehensive coverage of US payroll taxes at Federal, state, local and territory tax jurisdictions. BSI's experience, coverage and the SaaS nature of TaxFactory SaaS combine to ensure timely and accurate tax calculations, minimizing risk of fines and penalties.

BSI TaxFactory™ SaaS

BSI TaxFactory™ SaaS includes the following features:

- Mandatory for EC Payroll customers with US employees
- Integrated with our US payroll solution
- Comprehensive coverage for Federal, State, local, and territory tax jurisdictions
- Minimized the risk of fines and penalties due to automatic updates
- Added benefits of lower maintenance and dedicated support

Types of payroll tax authorities covered by BSI TaxFactory™ SaaS include the following:

Federal	<ul style="list-style-type: none"> • Withholding Tax • Federal Unemployment Insurance Premium (FUTA) • Federal Insurance Contributions (FICA) <ul style="list-style-type: none"> - Social Security - Medicare • Railroad Retirement Tax
State	<ul style="list-style-type: none"> • Withholding Tax • State Unemployment Insurance (SUI) • State Disability Insurance (SDI) • All Occupational / Miscellaneous Taxes
Local	<ul style="list-style-type: none"> • Country and City Withholding Taxes • City, Borough, Township, Village, and Municipal Taxes • Occupational Privilege and Head Taxes • School District Taxes • Transportation District Taxes
Territory	<ul style="list-style-type: none"> • Withholding Taxes

- Unemployment Taxes
- Disability Insurance

BSI eForms Factory™ SaaS



- Integrated
- Compliance
- Employee Withholding Allowance Certificates



Figure 84: BSI eForms Factory SaaS

As of release 1311, for US payroll, *EC Payroll* offers optional integration to BSI's eFormsFactory™. As of this release, for USA, *EC Payroll* relies on BSI's eFormsFactory™ to help customer's employees and administrators complete tax withholding forms such as a Federal form W-4 – "Employee's Withholding Allowance Certificate" and state and local equivalents.

BSI TaxLocator, an integral part of eFormsFactory™, helps determine all of the tax authorities for which an employee, or administrator on employees behalf, needs to complete forms based on residence and work addresses automatically flowing from *EC Payroll*.

Features of BSI eFormsFactory™ SaaS include:

- Integrated with our US payroll solution
- Reduced burdens and compliance challenges of managing and producing W-4s
- Employees are provided self-service access to online payroll tax forms
- Employers are provided a console to manage and process these forms online
- Employee Withholding Allowance Certificates (Federal W-4, State/Local equivalents)

BSI TaxLocator, and integral part of eFormsFactory™, helps determine all of the tax authorities for which an employee, or the administrator on an employee's behalf, needs to complete forms based on residence and work addresses automatically flowing from *EC Payroll*.



LESSON SUMMARY

You should now be able to:

- Outline the basics of SuccessFactors Payroll